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Personnel

**REENLISTMENT IN THE UNITED STATES
AIR FORCE**

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This instruction tells commanders and supervisors how to screen candidates for reenlistment, and tells Military Personnel Flights (MPF) how to process candidates for reenlistment and extensions of enlistment.

This instruction establishes the guidelines for reenlistment and extension of enlistment in the Regular Air Force, and implements the Career Airman Reenlistment Reservation System (CAREERS), and the Selective Reenlistment Bonus (SRB) program. It implements Department of Defense Directive (DoDD) 1304-21, *Award of Enlisted Personnel Bonuses and Special Duty Assignment Pay*; DoD Instruction 1304.22, *Administration of Enlisted Personnel Bonus and Special Duty Assignment Pay Programs*; and the policies prescribed by Air Force Policy Directive 36-26, *Military Force Management*. This instruction doesn't apply to the Air Force Reserve or Air National Guard. Refer to **Attachment 1** for glossary of references, abbreviations, acronyms and terms. Refer to **Attachment 2** for functional area responsibilities.

This instruction requires collecting and/or maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8251, 37 U.S.C. 308, 44 U.S.C. 3101, and Executive Order 9397. Systems of Records Notices F035 AF MP F, *Request for Selective Reenlistment Bonus (SRB) and/or Advance Payment of SRB*, and F035 AF MP G, *Selective Reenlistment Consideration*, apply. Do not release reenlistment eligibility (RE) codes or their narrative descriptions to any agency or person outside DoD. Use The Freedom of Information Act (Title 5, U.S.C., Section 552) to deny release of RE code information to the public.

SUMMARY OF REVISIONS

This change incorporates interim change (IC) 98-1 which changes the Career Job Reservation (CJR) window from 4 months to 9 months (paragraph 1.14). Also, deletes requirements to apply for a CJR as an exception to policy (paragraph 1.21) and updates office symbols throughout the publication. See the last

attachment of the publication, IC 98-1, for the complete IC. A vertical bar (|) indicates revision from the previous edition.

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Chapter 1

SELECTIVE REENLISTMENT PROGRAM (SRP) AND CAREER JOB RESERVATION (CJR) PROGRAM

1.1. SRP Objective. The SRP objective is to ensure the Air Force retains only airmen who consistently demonstrate the capability and willingness to maintain high professional standards. The SRP applies to all enlisted personnel.

1.2. Commander's Guidelines:

1.2.1. Unit commanders have total SRP selection or nonselection authority, as long as airmen are eligible for consideration or reconsideration according to paragraph **1.4.** or **1.6.** Commanders will:

- Not consider an airman's career intent in the SRP process.
- Ensure airmen continue to meet quality standards throughout their enlistments.
- Make selection or nonselection decisions that are consistent with other qualitative decisions, such as promotion, and based on substantial evidence. Commanders may reverse their decisions at any time.

1.2.2. Commanders will not use the SRP when involuntary separation is more appropriate.

1.2.3. Commanders will consider the following:

- Enlisted Performance Report (EPR) ratings.
- Unfavorable information from any substantiated source.
- The airman's willingness to comply with Air Force standards.
- The airman's ability (or lack of) to meet required training and duty performance levels.

1.3. SRP and Airman Promotion Program Relationship. The objective of both programs is to ensure the career force consists of highly qualified, professional noncommissioned officers (NCO). SRP nonselection makes airmen ineligible for promotion and automatically cancels projected promotion line numbers.

1.4. Selective Reenlistment by Category. Only reenlistment-eligible airmen receive SRP consideration. Unit commanders will not consider (or reconsider) reenlistment-ineligible airmen until the ineligibility factors no longer exist. The following airmen receive SRP consideration:

- First-term airmen who complete 33 months (57 months for 6-year enlistees) on their current enlistment.
- Second-term and career airmen, with less than 19 years' TAFMS, when they're within 13 months of their original expiration term of service (ETS) and during any extension of their current enlistment.
- Career airmen when they're within 13 months of completing 20 years' TAFMS. Once they complete 20 years' TAFMS, they receive consideration when they're within 13 months of their original ETS and during any extension of their current enlistment.

1.5. Identifying Airmen Eligible for SRP. MPFs will use the four-part AFPC-controlled computer product:

- Part I (SRP Actions) identifies airmen requiring SRP consideration or reconsideration. Refer to paragraphs 1.7. through 1.12. for specific instructions. Part I also generates Reports on Individual Personnel (RIP) for airmen requiring SRP consideration (except for airmen with RE code 3B). The RIPs assist supervisors and commanders in evaluating airmen for continued service.
- Part II (SRP Monitor) identifies airmen previously selected for reenlistment that have questionable quality indicators (low EPR ratings, an Unfavorable Information File (UIF), etc.), as well as those previously nonselected for reenlistment. Unit commanders use this product to determine if SRP reconsideration is appropriate. If so, they'll direct the immediate supervisor to initiate an AF Form 418, **Selective Reenlistment Program Consideration**, according to paragraph 1.10. Unit commanders don't return Part II to the MPF.
- Part III (CJR Eligibility) identifies eligible first-term airmen who have not yet applied for a CJR (refer to paragraph 1.14.). RIPs advise the airmen and immediate supervisors of the CJR eligibility criteria and their responsibilities. Commanders, supervisors, and airmen don't return Part III or the RIPs to the MPF.
- Part IV (Reenlistment Ineligibility) identifies reenlistment-ineligible airmen. Paragraph 3.14. contains specific instructions.

1.6. Early SRP Consideration. Commanders will conduct early SRP consideration for airmen who have not previously received formal SRP consideration, are otherwise eligible to reenlist (RE code "3C" or "IM"), and request early separation for the following reasons:

- Palace Chase.
- Early separation directed by HQ USAF (except Special Separation Benefit/Voluntary Separation Incentive (SSB/VSI)).
- Officer training program (other than AFRTOC). (Refer to paragraph 3.11.3. for additional RE code update information.)
- Early release to further education.
- Sole surviving son or daughter.
- Early release from extension.
- Accepting public office.
- Miscellaneous reasons.
- Pregnancy or childbirth.
- End of year early release.

1.7. Controlling SRP Consideration Actions. MPFs give unit orderly rooms SRP consideration rosters and RIPs, identifying all airmen requiring SRP consideration according to paragraphs 1.4. and 1.5. MPFs suspense the units to complete their SRP actions within the consideration month. Orderly rooms use the roster to control suspenses, send the RIPs to the immediate supervisors, or tell them to initiate AF Form 418 when the roster indicates.

1.8. Immediate Supervisor Responsibilities. Supervisors provide unit commanders with recommendations concerning the airmen's career potential. Indorsing officials may perform the duties required by the immediate supervisors, if the immediate supervisors are on leave or temporary duty (TDY).

1.8.1. Immediate supervisors review the RIPs to ensure the airmen meet quality standards; the AF Form 1137, **Unfavorable Information File Summary**, (if applicable), and evaluate duty performance and leadership abilities.

1.8.2. Immediate supervisors initial, or place an "X", in the appropriate item of the RIPs to recommend airmen for reenlistment, verify the Social Security Numbers (SSN), sign the RIPs, and send them to the unit commanders. Immediate supervisors prepare AF Form 418 according to paragraph **1.10.** to recommend nonselection.

1.9. Unit Commander Responsibilities. Unit commanders consider the supervisors' recommendations, the airmen's duty performance and career force potential, and any other pertinent information before making a decision.

1.9.1. When supervisors recommend selection and the unit commanders agree, the commanders initial and date each page of the SRP rosters, and sign and date the last page. The commanders' signatures on the rosters certify their decisions to select the airmen for continued service.

1.9.2. When supervisors recommend nonselection, or when the commanders don't agree with the supervisors' selection recommendations, commanders will direct the supervisors to initiate AF Form 418. Paragraph **1.10.** contains completion instructions. Commanders annotate the SRP rosters to indicate nonselection, or draw lines through the airmen's names.

1.9.3. Commanders send the certified SRP rosters and any AF Forms 418 to the orderly rooms for return to the MPFs. Commanders retain the supervisors' recommendation RIPs with the unit copy of the SRP roster.

1.10. Using the AF Form 418, Selective Reenlistment Program Consideration. Supervisors and commanders use AF Form 418 when:

- Airmen are initially considered and nonselected.
- Airmen were initially ineligible for SRP consideration for reasons in **Table 3.2.**, **Table 3.3.**, items 5 or 6, or **Table 3.4.**, but later become eligible for consideration.
- They determine airmen deserve reconsideration of previous selection or nonselection decisions.
- Airmen require early SRP consideration (refer to paragraph **1.6.**).

1.10.1. Supervisors initiate AF Form 418 and make recommendations by initialing, or placing an "X", in the appropriate item of Section II. Supervisors enter their rationale for the recommendations in the remarks area of Section II, sign and date the forms, and forward them to the unit commanders.

1.10.2. Unit commanders document their SRP decisions by placing an "X" or initials in the appropriate item of Section III, and entering their rationale for nonselection in the remarks area. Commanders sign and date the forms and attach any supporting documentation to substantiate nonselection decisions. (**NOTE:** When airmen are TDY and won't return within 30 days of the decision date, commanders include the following statement in the upper margin of the AF Form 418: "Airman is TDY until (expected return date)".) Commanders send all copies of the form to the orderly rooms for return

to the MPFs. Commanders will schedule airmen for personal interviews and accomplish the following:

- Ensure selected airmen complete Section IV and keep the second copy of the forms. Commanders keep the first copy and send the originals to the orderly rooms for return to the MPFs.
- Discuss the following items with nonselected airmen: specific reasons for nonselection, areas needing improvement, appeal opportunity, promotion ineligibility (to include automatic cancellation of projected promotion line numbers), and the possibility of future reconsideration and selection.
- Ensure nonselected airmen complete Section IV, and render their appeal intent in Section V within 3 workdays thereafter. When airmen intend to appeal, commanders send all copies of the completed AF Forms 418 to the orderly rooms for return to the MPFs. When airmen don't intend to appeal, commanders keep the first copy, give airmen the second copy, and send the originals to the orderly rooms for return to the MPFs.

1.11. Delaying SRP Actions. When airmen require SRP consideration upon arrival at new duty locations, the gaining MPFs contact the former servicing MPFs.

1.11.1. If the airmen received SRP consideration, the former servicing MPFs advise the gaining MPFs of the selection or nonselection status, and forward supporting documentation.

1.11.2. If the airmen didn't receive SRP consideration, the new unit commanders may delay SRP consideration for no more than 90 calendar days after arrival.

1.12. Final SRP Instructions . Upon receipt of the SRP rosters and AF Forms 418 from unit orderly rooms, the MPFs will:

1.12.1. Update the appropriate RE codes from **Table 3.1.** for airmen selected for reenlistment on the SRP rosters and AF Forms 418. Review the AF Forms 418 for administrative accuracy before forwarding for file in the UPRG. Return all copies of the form to the unit commander for TDY airmen who did not complete Section IV.

1.12.2. Update RE code "2X" in PDS for airmen nonselected for reenlistment on AF Forms 418. Review the forms for administrative accuracy and return all copies to the unit commander for TDY airmen who did not complete Sections IV and V.

- Forward the original AF Forms 418 for file in the UPRG if airmen don't intend to appeal.
- If airmen intend to appeal, suspense all copies of AF Forms 418 pending receipt of the appeals. If airmen don't submit their appeals within the required time frame (refer to paragraph **1.13.**), complete Section VI, forward the originals for file in the UPRG, and return the remaining copies to the unit commanders.

1.13. Processing SRP Nonselection Appeals. Airmen must submit their appeals to the MPFs no later than 10 calendar days from the day they complete AF Form 418, Section V. (**EXCEPTION:** If the 10th calendar day falls on a weekend or holiday, airmen may submit their appeals on the following duty day.)

1.13.1. First-term airmen, and career airmen who will complete 20 or more years' TAFMS on their current ETS, appeal to their respective group commanders. (**EXCEPTION:** These airmen appeal to their wing commanders when their group commanders made the SRP nonselection decisions.) Sec-

ond-term and career airmen, who will complete fewer than 16 years' TAFMS on their current ETS, appeal to their respective wing commanders. (**EXCEPTION:** These airmen appeal to their parent MAJCOM/FOA/DPs when their wing commanders made the SRP nonselection decisions.) Career airmen who will complete at least 16 years', but fewer than 20 years' TAFMS on their current ETS, appeal to the Secretary of the Air Force (SAF).

1.13.2. When airmen submit their written appeals:

- MPFs construct case files containing (as a minimum) all copies of the AF Forms 418, documentation submitted by the airmen and unit commanders, the airmen's last 5 EPRs, a copy of AF Form 1137 (if applicable), and any other pertinent information. (**NOTE:** Give airmen 3 workdays to rebut any new information added to the case file after they submit their appeals.) Within 5 workdays, MPFs send the case files to the base legal office for review. MPFs include the legal advisories in the case files and send them to the airmen's group commanders within 5 workdays.
- When group commanders are the final appeal authorities, they approve or disapprove the appeals and complete AF Form 418, Section VII. Refer to paragraph 1.13.3. for processing instructions. When wing commanders are the final appeal authorities, group commanders may approve the appeals and complete AF Form 418, Section VII, or recommend disapproval. Refer to paragraph 1.13.3. when group commanders approve appeals.
- When group commanders recommend disapproval, MPFs send the case files to the airmen's wing commanders. When wing commanders are the final appeal authorities, they approve or disapprove the appeals and complete AF Form 418, Section VII. Refer to paragraph 1.13.3. for processing instructions.
- When the SAF is the final appeal authority, wing commanders may approve the appeals and complete AF Form 418, Section VII, or recommend disapproval. Refer to paragraph 1.13.3. when wing commanders approve appeals. When wing commanders recommend disapproval, MPFs send the case files to the parent MAJCOM/FOA OPRs. (**EXCEPTION:** MAJCOM/FOA/DPs may delegate appeal responsibilities to Numbered Air Force (NAF) level.)
- Parent MAJCOM/FOA OPRs review the case files for administrative accuracy and verify the airmen were eligible for SRP consideration according to paragraph 1.4.; send the case files to the MAJCOM/FOA legal office for review; and include the legal advisories in the case files and send them to the parent MAJCOM/FOA/DP.
- Parent MAJCOM/FOA/DPs approve the appeals and complete AF Form 418, Section VII, or recommend disapproval. The parent MAJCOM/FOA OPRs return approved appeal cases to the servicing MPFs for processing according to paragraph 1.13.3. When parent MAJCOM/FOA/DPs recommend disapproval, parent MAJCOM/FOA OPRs send the appeal cases to HQ AFPC/DPPAER.
- HQ AFPC/DPPAER obtains the SAF's decision, returns the case to the servicing MPF for processing according to paragraph 1.13.3., and provides a copy of the transmittal memorandum and SAF memorandum to the parent MAJCOM/FOA OPR.

1.13.3. Appeal approval restores reenlistment eligibility. Appeal disapproval continues the reenlistment and promotion ineligibility. MPFs send all copies of the AF Forms 418 to the unit commanders, who ensure the airmen complete AF Form 418, Section VIII within 5 workdays. Unit commanders return the originals to the MPFs, retain the first copy, and give the airmen the second copy. MPFs

update the appropriate RE codes and forward the AF Forms 418 for file in the UPRG. (**NOTE:** MPFs will give the airmen and unit commanders a copy of the completed case files upon request.)

1.14. Career Job Reservation (CJR) Program. The CJR program objective is to prevent surpluses and shortages in the career force. HQ AFPC controls first-term reenlistments by maintaining a career job requirement file for each Air Force Specialty Code (AFSC).

1.14.1. First-term airmen selected under the SRP may apply for a CJR using AF Form 545, **Request for Career Job Reservation/Selective Reenlistment Bonus Authority** (refer to **Figure 1.1.**). Airmen may apply for CJRs on the 1st duty day of the month during which they complete 35 months on their current enlistments (59 months for 6-year enlistees), but no later than the last duty day of the month during which they complete 43 months on their current enlistments (67 months for 6-year enlistees). Consider the following examples:

- SrA Mary Jones enlisted on 27 June 1992 for 4 years. SrA Jones may apply for a CJR as early as the first duty day of May 1995, but no later than the last duty day of January 1996.
- SrA John Jones enlisted on 1 June 1992 for 4 years. SrA Jones may apply for a CJR as early as the first duty day of April 1995, but no later than the last duty day of December 1995.

1.14.2. Airmen may apply for CJRs beyond the 38th month (4-year enlistees) or 67th month (6-year enlistees) of their current enlistments, regardless of previously approved CJRs or waiting list positions, if they are otherwise eligible and selected for reenlistment. MPFs will send CJR requests to HQ AFPC/DPPAER by message (or CRT to "09ATRA1").

- DELETED.
- DELETED.
- DELETED.
- DELETED.
- DELETED.

1.14.3. Airmen receive monthly CJR eligibility notification RIPs until they apply or are no longer eligible. Airmen are responsible for requesting CJRs. Commanders and supervisors also receive monthly computer products (refer to paragraph 1.5.) identifying CJR-eligible airmen who have not applied.

1.14.4. HQ AFPC/DPPAER uses a quality "rank-order" process to issue CJRs to airmen serving in waiting list skills. The rank-order factors are: grade, projected grade, last three EPRs, UIF, date of rank, and TAFMSD. (**EXCEPTION:** Airmen with a rating of "1" or "2" on their most recent EPR receive rank-order consideration after all other applicants.) Waiting list airmen compete on a monthly basis, within their AFSC. Their position numbers may fluctuate as their rank order information changes, or as new airmen apply. Monthly notification RIPs advise airmen and supervisors of current waiting list position numbers and encourage retraining. Airmen receive final rank-order consideration during the 5th month prior to DOS. For example, if an airman's DOS is November 1995, final rank-order consideration occurs in June 1995.

1.14.5. Airmen on the CJR waiting list may request CJRs in primary or additional AFSCs with CJRs available. However, approval doesn't mean airmen will perform duty in the AFSCs when they reenlist. Airmen may apply if the AFSCs are different from their CAFSCs, and they possess at least a 3-skill level in the primary or additional AFSCs. (**NOTE:** Airmen may use this provision even if their

primary or additional AFSCs are Selective Reenlistment Bonus (SRB) skills. However, airmen will only receive an SRB if they qualify according to paragraph 2.11.)

1.14.6. Airmen request SRB authorizations on AF Form 545 (refer to **Figure 1.1.**).

1.15. Processing Wing or Senior Host Commander Override Requests. Airmen qualify for an override if they requested a CJR and were on the waiting list, but HQ AFPC/DPPAER removed them from the waiting list within 5 months of DOS (RE code 3I). Airmen must not have a UIF or lost time on their current enlistments. Wing or senior host commanders approve or disapprove override requests, but may delegate this authority to group commanders.

1.15.1. Airmen must also meet one of the following additional eligibility conditions:

- Promoted, or selected for promotion, to the grade of SSgt (or higher).
- Promoted to SrA below-the-zone.
- Received a Stripes for Exceptional Performers (STEP) promotion.

1.15.2. Unit commanders process override requests through the MPFs. MPF Chiefs will:

- Establish documentation and local processing requirements.
- Return requests to unit commanders when they don't meet the eligibility criteria.
- Send requests with approval recommendations to the wing or senior host commander for final action.
- Send approved override requests to HQ AFPC/DPPAER for CJR issuance.

1.15.3. Approved wing or senior host commander overrides reduce the number of CJRs available to other airmen in the same waiting list AFSCs. For this reason, HQ AFPC/DPPAER will not issue CJRs unless airmen meet the eligibility criteria.

1.16. Actions on Receipt of Approved CJRs. HQ AFPC/DPPAER issues CJRs with expiration dates. Refer to AFMAN 36-2622, *Base Level Military Personnel System* (formerly AFM 30-130, volume 1).

1.16.1. Airmen must elect reenlistment in order to keep their approved CJRs, and they must reenlist on or before the CJR expiration date.

1.16.2. MPFs ensure airmen understand their options for settlement of accrued leave on reenlistment, their entitlement to an SRB, and the conditions for recoupment of a reenlistment bonus, as appropriate.

1.16.3. MPFs notify airmen who receive approved CJRs while in TDY or patient status, and forward the reenlistment documents to their location (refer to paragraph 3.5.).

1.17. Actions Involving Retraining CJRs. Eligible first-term airmen may apply for CAREERS retraining even if they have approved CJRs in their current skills, or are on the CJR waiting list. However, retraining applications don't prevent expiration of approved CJRs in their current skills.

1.17.1. When airmen receive approved retraining, HQ AFPC/DPPAER:

- Issues CJRs in their retraining AFSCs (reenlistment availability code "B") when airmen can satisfy the retraining retainability requirement by extending their enlistments for a total of 23

months. These airmen must extend before the CJRs expire. They're not eligible to reenlist until they complete the technical training (refer to paragraphs 2.10. and 3.1.).

- Issues retraining CJRs in their current AFSCs (reenlistment availability code "K") when airmen can't satisfy the retraining retainability requirement by extending their enlistments. These airmen must reenlist before the CJRs expire. They're not eligible to extend their enlistments for the retainability.

1.17.2. Airmen may request CJRs in their current skills, as an exception to the normal CJR eligibility criteria (paragraphs 1.14.1. and 1.14.2.), if they were eliminated from retraining for reasons beyond their control, or the Air Force canceled their retraining.

1.18. Suspended CJRs. In order to allow unit commanders maximum use of the rehabilitative tools at their disposal, HQ AFPC/DPPAER "suspends" approved CJRs for airmen rendered ineligible for the following reasons:

- Participating in Track 4 or 5 of the Substance Abuse Reorientation and Treatment (SART) program for alcohol (RE code 2H), except for program failure.
- Under investigation by military or civilian authorities (RE code 2J).
- Serving suspended Article 15 punishment (RE code 4H).
- Serving on the Control Roster (RE code 4I).
- Serving in Phase I of the Weight Management Program, to include ineligibility continued into Phase II or probation (RE code 4J).

1.18.1. HQ AFPC/DPPAER **does not** suspend:

- Approved CJRs in constrained (waiting list) skills. (**Note:** Suspended CJRs are not affected by changes to the CJR-constrained skills list.)
- CJR waiting list positions (reenlistment availability code D).
- Approved Wing Commander Override CJRs (reenlistment availability code C).
- Retraining CJRs requiring immediate reenlistment (reenlistment availability code "K").
- Retraining CJRs requiring airmen to extend their enlistments (reenlistment availability code B), unless the airmen have already extended.

1.18.2. CJRs are automatically suspended when MPFs update RE code 2H (except program failure), 2J, 4H, 4I, or 4J, and remain suspended until the ineligibility condition no longer exists and the airmen are selected under the SRP. Airmen and their supervisors receive RIPS on a monthly basis, advising them of the suspended CJRs. In addition, unit commanders receive a monthly computer listing of all assigned airmen with suspended CJRs.

1.18.3. When airmen with suspended CJRs are selected under the SRP, HQ AFPC/DPPAER activates the CJRs with the original expiration dates, or issues new expiration dates of at least 60 days, whichever are greater.

1.18.4. Suspended CJRs are automatically canceled when airmen are:

- Nonselected under the SRP (RE code 2X).
- Rendered ineligible to reenlist for reasons other than RE codes 2H, 2J, 4H, 4I, or 4J.
- Within 60 days of DOS.

1.18.5. MPFs will use PTI 470 to cancel suspended CJRs (for other than retraining) when airmen no longer desire to reenlist or request voluntary separation. MPFs will use PTI 470 to cancel suspended retraining CJRs when the retraining is canceled.

1.19. CJR Cancellation Procedures. The CJR cancellation procedures discussed in this paragraph only apply to approved CJRs, not suspended CJRs.

1.19.1. MPFs will update PTI 470 when an airman:

- Elects to be removed from the CJR waiting list, or is on the CJR waiting list and requests voluntary separation.
- Has an approved CJR and no longer desires to reenlist, or requests voluntary separation.
- Has an approved CJR, is projected for reenlistment, but is rendered ineligible for reenlistment (refer to paragraph 1.18. for exceptions).

1.19.2. MPFs will refer to AFMAN 36-2622 for PTI 470 update instructions.

1.20. Requests for CJR Reinstatement. The reinstatement provisions discussed below only apply to airmen who had approved CJRs, suspended CJRs, or CJR waiting list positions that were canceled for reasons other than personal requests or applying for separation.

1.20.1. HQ AFPC/DPPAER reinstates:

- Approved or suspended CJRs for airmen *erroneously* rendered ineligible to reenlist.
- Approved CJRs or waiting list positions for airmen rendered ineligible to reenlist due to RE code 4K (medical disqualification).

1.20.2. HQ AFPC/DPPAER will grant CJR consideration for airmen who had approved CJRs in con-strained (waiting list) skills, or were on the waiting list, but were rendered ineligible to reenlist due to RE codes 2H (except program failure), 2J, 4H, 4I, or 4J. Airmen in con-strained skills will not receive CJR consideration if they are within 5 months of DOS.

1.20.3. MPFs request CJR reinstatement by message (or CRT to "09ATRA1") and fully explain the circumstances. HQ AFPC/DPPAER won't reinstate approved CJRs, suspended CJRs, or waiting list positions for any other reasons.

Figure 1.1. Instruction for AF Form 545, Request for Career Job Reservation/Selective Reenlistment Bonus Authority.

PREPARATION. MPFs process AF Forms 545 on first-term airmen selected under the SRP, who are eligible and want to request CJRs. MPFs also complete AF Form 545 on eligible airmen serving in SRB skills, who request an authorization. (**NOTE:** Unit orderly rooms may not complete or process AF Forms 545.)

SECTION I. IDENTIFICATION DATA. Self-explanatory.

SECTION II: REQUEST DATA. Airmen enter the AFSC in which they want a CJR/SRB authorization, then date and sign Section II. MPFs update the requests using PTI 477 and suspense the AF Forms 545 pending receipt of an answer to the CJR/SRB request. MPFs use PTI 476 to update SRB authorizations for airmen executing 36-48 month extension according to paragraph 4.4.1. Refer to AFMAN 36-2622, volume 1, for PTI 476/477 update instruction.

SECTION III: CJR APPROVED. Upon receipt of approved CJRs, MPFs schedule the airmen for appointments to acknowledge receipt of the approvals. MPFs ensure the scheduled appointments permit airmen sufficient time to complete reenlistment processing before the CJRs expire. Airmen read and initial each block in Section III-A, and make their option elections by initialing the appropriate block in Section III-B. The airmen and interviewers then sign and date Section III. Airmen authorized an SRB upon reenlistment will also complete Section V. (Refer to notes 1,2, and 3.)

SECTION IV: CJR NONAVAILABILITY. Upon receipt of initial waiting list position numbers, MPFs schedule the airmen for appointments to acknowledge their placement on the waiting list. Airmen read and initial each block in Section IV-A, and make their option elections by initialing the appropriate block in Section IV-B. The airmen and interviewers then sign and date Section IV. When airmen elect to remain on the waiting list, MPFs maintain both copies of AF Form 545 until the airmen receive approved CJRs or HQ AFPC/DPPAER removes them from the waiting list. MPFs annotate removal from the waiting list in the remarks section. (Refer to notes (1,2, and 3.)

1.21. DELETED.

Chapter 2

SELECTIVE REENLISTMENT BONUS (SRB) PROGRAM

2.1. Background. On 1 June 1974, the SRB replaced the regular reenlistment bonus (RRB) and the variable reenlistment bonus (VRB). The RRB had a maximum amount of \$2,000, payable to airmen who reenlisted in non-SRB skills, or SRB skills whose payments were not at least \$2,000. RRB eligibility ended once airmen received \$2,000 in RRB or SRB payments, or combined RRB and SRB payments totaling \$2,000. Airmen didn't receive the RRB for reenlistments occurring after 20 years of active service or after breaks in service greater than three months.

2.2. Authority and References: Public Law 93-277, *Armed Forces Enlisted Personnel Bonus Revision Act of 1974*, as amended (Title 37, U.S.C., Section 308); DoD Military Pay and Allowances Entitlements Manual (DoDPM); and DoD Directive 1304.21, and DoD Instruction 1304.22.

2.3. Purpose and Application. The SRB is a monetary incentive paid to enlisted members to attract reenlistments in, and retraining into, critical military skills with insufficient reenlistments to sustain the career force in those skills. HQ USAF/DPRS adds and deletes skills from the SRB list as requirements change.

2.3.1. Airmen don't qualify for the SRB if they reenlist or extend their enlistments for any purpose other than

continued active service in the SRB skills.

2.3.2. There are three SRB eligibility zones:

- Zone A is for reenlistments occurring between 21 months and 6 years of service.
- Zone B is for reenlistments between 6 and 10 years of service.
- Zone C is for reenlistments between 10 and 14 years of service.

2.3.3. Eligible airmen may receive an SRB in each zone, but only one SRB per zone. The SRB multiple indicates the severity of the reenlistment problem and the level of pay authorized to deal with the problem. The maximum SRB payable to eligible Air Force personnel is \$45,000 per zone.

2.4. Designation of Skills. HQ USAF/DPRS, with the involvement of functional managers and major commands (MAJCOMs), reviews each Air Force skill for award or adjustment of the SRB at least once a year.

2.4.1. HQ USAF/DPRS uses the following criteria to designate SRB skills:

- Shortfalls in meeting current and projected reenlistment objectives (reenlistment rates and size of specific year groups, as well as adjacent year groups).
- Shortages in current and projected NCO (SSgt through MSgt) manning.
- High training investment and replacement cost for the skill.
- Expected improvement in retention resulting from designation as an SRB skill.
- Priority of the skill.

2.4.2. HQ USAF/DPRS announces SRB changes (increases, decreases, additions and deletions). The effective date of increases and additions is as soon after the announcement date as possible. The effective date of decreases and deletions is at least 30 days from the announcement date.

2.5. General Eligibility Criteria:

2.5.1. Enlisted members of the Regular Air Force (RegAF) qualify for the SRB if they meet the criteria in paragraphs 2.6., 2.7., or 2.8., and all the following:

- Are serving in the grade of A1C or higher.
- Are qualified and serving in an SRB skill in the appropriate zone (unless paragraphs 2.10. and 2.11. apply).
- Are eligible to reenlist or extend according to **Chapter 1**, **Chapter 2**, and **Chapter 4**.
- Reenlist or extend their enlistments (in one increment) in the RegAF, without a break in service of more than 24 hours, for a period of at least 3 years (refer to paragraph 4.4.).
- Have not previously received readjustment pay, severance pay, or separation (including SSB and VSI).

2.5.2. Airmen in Air Reserve components don't receive the SRB if they enlist in the RegAF, following discharge from the Reserves, during or at the end of an active duty for training (ADT) period. Reservists on extended active duty (EAD) may receive an SRB if they enlist in the RegAF.

2.5.3. Prior service personnel may receive the SRB if they reenlist or extend within 3 months after discharge or release from active duty (other than ADT).

2.5.4. Former officers may receive the SRB if they reenlist in the Air Force within 3 months after release from active duty as officers, as long as they served as enlisted Air Force members just before serving as officers. They must meet all other eligibility criteria. Their reenlistment grade determines the bonus payment.

2.5.5. Airmen aren't eligible for an SRB if they reenlist or enter an extension in order to get required retainability for a commissioning program after the selection date. Airmen may be eligible for an SRB if they reenlist or enter an extension *before* the selection date. In these cases, SRB payment does not occur pending official selection or nonselection. Airmen selected for training don't receive the SRB. Airmen not selected for training receive the SRB if otherwise eligible.

- HQ AFPC/DPPAER notifies DFAS-DE/FJPST to suspend installment payments upon selection for the program.
- DFAS-DE/FJPST terminates payments effective the first day of class, and reinstates payments when commissioning doesn't occur and the airmen return to duty in the SRB skills.

2.6. Zone A Eligibility. Airmen must be eligible according to paragraph 2.5. and all of the following:

- Complete at least 21 months' continuous active service (other than ADT as a reservist), but no more than 6 years of active duty on the date of reenlistment or beginning of an extension.
- Reenlist or extend their enlistments (in one increment) in the RegAF for at least 3 years, if the reenlistment or extension will permit completion of at least 6 years' TAFMS.
- Must not have previously received a Zone A SRB.

2.7. Zone B Eligibility. Airmen must be eligible according to paragraph 2.5. and all of the following:

- Complete at least 6 years', but no more than 10 years', TAFMS (including current enlistment and periods of active duty, including ADT as a reservist) on the date of reenlistment or beginning of an extension of enlistment.
- Reenlist or extend their enlistments (in one increment) in the RegAF for at least 3 years if the reenlistment or extension will permit completion of at least 10 years' TAFMS.
- Must not have previously received a Zone B SRB.

2.8. Zone C Eligibility. Airmen must be eligible according to paragraph 2.5. and all of the following:

- Complete at least 10 years, but no more than 14 years, TAFMS (including current enlistment and periods of active duty, including ADT as a reservist) on the date of reenlistment or beginning of an extension of enlistment.
- Reenlist or extend their enlistments (in one increment) in the RegAF for at least 3 years if the reenlistment or extension will permit completion of at least 14 years' TAFMS.
- Must not have previously received a Zone C SRB.

2.9. Eligibility for Airmen with Exactly 6, 10, or 14 Years of Service:

2.9.1. Airmen with exactly 6 years of active duty on the date of reenlistment, or beginning of an extension, may receive a Zone A bonus. They're eligible for a Zone B bonus if they've received a Zone A bonus, or no Zone A bonus exists.

2.9.2. Airmen with exactly 10 years of active duty on the date of reenlistment, or beginning of an extension, may receive a Zone B bonus. They're eligible for a Zone C bonus if they've received a Zone B bonus, or no Zone B bonus exists.

2.9.3. Airmen with exactly 14 years of active duty on the day before reenlistment, or beginning of an extension, may receive a Zone C bonus.

2.10. Eligibility for Retrainees. Airmen attain SRB eligibility when they qualify for and serve in an SRB-designated skill.

2.10.1. Retrainees must possess the 3-skill level in the retraining skill, and report to their first permanent duty station following training, before they can reenlist or extend for the SRB. (**EXCEPTION:** Retrainees into Air Traffic Control may not reenlist for an SRB until award of SEI 053, 056, or 364 to their PAFSC, 2AFSC, etc. CAFSC SEIs are not considered.) Retrainees who receive an assignment while attending training, and must reenlist for the required retainability, may be eligible for a waiver according to **Table 3.5.**, item 4.

2.10.2. When airmen *must* reenlist to obtain retraining retainability, their CAFSCs and retraining-in AFSCs determine SRB eligibility and the multiple as indicated below:

- Airmen retraining from an SRB skill to another SRB skill with an equal multiple are eligible for the SRB at the same multiple.
- Airmen retraining from an SRB skill to another SRB skill with a higher or lower multiple are eligible for the SRB at the multiple for the current skill, or the retraining-in skill, whichever is lower.

- Airmen aren't eligible for the SRB if they're retraining from a non-SRB skill to an SRB skill, or from an SRB skill to a non-SRB skill.

2.11. Eligibility for Airmen in Additionally Awarded SRB Skills (Including CONUS/Overseas Imbalanced SRB Skills):

2.11.1. Airmen with, but not serving in, an additionally awarded SRB skill may request a waiver to reenlist in the SRB skill provided they:

- Meet all other eligibility criteria.
- Received official notification of an assignment back into the SRB specialty.
- Are within 90 days of the projected departure date on permanent change of station (PCS), or permanent change of assignment (PCA), into the SRB skill.

2.11.2. The MPF sends the waiver request by message (or CRT to "09ATRA1") to HQ AFPC/DPPAER, and includes the airman's name, grade, SSN, SRB AFSC and date awarded, duty AFSC, DOS, ETS, and DEROS. HQ AFPC/DPPAER approves or disapproves the waiver request based on the projected assignment and utilization in the SRB skill.

2.11.3. Airmen may be eligible to delay obtaining required PCS or PCA retainability in order to qualify for the SRB. Airmen may qualify for extensions according to **Table 4.1.**, rule 12, if they have a DOS prior to 90 days before the PCS or PCA projected departure date, and are otherwise eligible.

2.11.4. Airmen can expect to serve in the SRB skills for the entire period of the enlistment unless it is CONUS or overseas imbalanced.

2.12. Processing Requests. Airmen document their requests on AF Form 545 (refer to **Figure 1.1.**). MPFs process requests according to AFMAN 36-2622, volume 1. MPFs also advise airmen regarding eligibility, estimated bonus amount, bonus recoupment for not fulfilling the term of enlistment or not maintaining technical qualification, and the possibility of changes to SRB skills and multiples throughout the year.

2.13. Use of SRB Airmen. SRB recipients may not perform duty outside their SRB specialty for more than 90 days without written approval from HQ AFPC/DPAAS2.

2.14. Computing SRB Awards:

2.14.1. Compute the SRB award amount using one month's base pay (the rate in effect on date of discharge, release from active duty, or the day before an extension begins), times the years and fractions of a year (months) of additional obligated service, times the SRB multiple. Additional obligated service is the period of a new reenlistment contract that will exceed an airman's current DOS. Compute additional obligated service by deducting the time remaining on the current enlistment, reenlistment, or extension contract from the new reenlistment term. (**EXCEPTION:** CAREERS retrainees don't lose obligated service from their bonus for any unserved extensions of enlistment which total 23 months or less.)

2.14.2. For airmen who become eligible for an SRB by extending their enlistments according to paragraph **4.4.1.**, the SRB multiple is the level in effect on the date the airmen sign the extensions. The date the airmen enter the extensions determines the zone.

2.14.3. Airmen don't receive the SRB for obligated service, including ADT, exceeding 16 years.

2.14.4. Examples of SRB Zone A, multiple 3 bonus computations:

2.14.4.1. SrA John Able reenlisted for 5 years on his original ETS. His CAFSC was authorized a Zone A multiple 3 SRB. He had a 12-month extension of enlistment that he did not enter. Therefore, when computing his bonus payment, subtract the 12-months from his reenlistment term to establish the additional obligated service. SrA Able's bonus payment will be \$12,000, with a \$6,000 initial payment, and four \$1,500 equal annual installments. It is computed as follows:

One month's base pay	\$1,000
Multiplied by x4	(number of years additional obligated service computed as 5-year TOE minus 1 year contractual obligated service)
Equals	\$4,000
Multiplied by x3	(SRB multiple for airman's AFSC)
Equals	\$12,000 (total bonus award)
Divided by 2 equals	\$6,000 (50% lump sum initial payment)
Divided by 4	(remaining number of annual installments)
Equals	\$1,500 (equal annual installments)

2.14.4.2. SrA Tom Baker reenlisted for 6 years on completing 45 months and 27 days TAFMS of his original 4-year enlistment. His CAFSC was authorized a Zone A multiple 3 SRB. He had no extension to his enlistment. Since the SRB is paid for full months, the 2-month and 3-day period SrA Baker did not complete counted as 3 months of previously obligated service. Therefore, when computing his bonus payment, subtract the 3-months from his reenlistment term to establish the additional obligated service. SrA Baker's bonus payment will be \$17,250 with a \$8,625 initial payment and five \$1,725 equal annual installments. It is computed as follows:

One month's base pay	\$1,000
Multiplied by x5.75	(number of years of additional obligated service computed as 6-year TOE minus 3 months obligated service)
Equals	\$5,750
Multiplied by x3	(SRB multiple for CAFSC)
Equals	\$17,250 (total bonus award)
Divided by 2 equals	\$8,625 (50% lump sum initial payment)
Divided by 5	(remaining number of annual installments)
Equals	\$1,725 (equal annual installments)

2.15. Method Of Payment:

2.15.1. Initial payment. Airmen receive a lump sum of 50 percent of the bonus amount (less taxes) on the reenlistment date, or the day they enter an extension. Airmen with a break in service of more than

24 hours, don't receive payment until 30 days after arrival at the first permanent duty station following reenlistment.

2.15.2. Installment payments. Airmen receive the remaining 50 percent of the bonus amount (less taxes) in equal annual amounts on each anniversary of the initial payment for the term of the reenlistment or extension. For example, airmen receive three installment payments for a four-year reenlistment. Airmen receive the remaining 50 percent of the Zone C bonus amount on the anniversary dates occurring before the 16th year of active service.

2.15.3. Accelerated payments. Accelerated payments are installment payments made in advance of the normal anniversary dates. MPF Chiefs authorize accelerated payments for airmen who can document that unexpected, unusual circumstances of an emergency nature, have created or will create an extreme financial hardship. Airmen and MPFs process accelerated payment cases as follows:

- Airmen prepare requests for accelerated payments and include: copies of monthly leave and earning statements; complete documentation of hardship (copies of all monthly statements of debts, etc.), complete monthly expenditures that show monthly payments and total debts (rent or mortgage payments, electricity, gas, telephone, charge accounts, credit union, etc.); and documentation of other income or savings (spouse's monthly income, investments, and other sources).
- Airmen send their requests to their unit commanders, who recommend approval or disapproval, and send the requests to MPF Chiefs.
- MPF Chiefs review the requests and make the final decision. MPFs advise HQ AFPC/DPPAER, by message (or CRT to "09ATRA1"), when accelerated payments are approved and include the approval dates, and the number of accelerated payments authorized. HQ AFPC/DPPAER will advise DFAS-DE/FJPA to issue the appropriate payment authorization.

2.16. SRB Reduction Or Termination Actions:

2.16.1. Airmen serving in SRB skills announced for reduction or termination must reenlist (if eligible and if issued an SRB authorization by HQ AFPC) before the effective date of change in order to receive the bonus at the previous rate.

2.16.2. The following airmen can receive the SRB at the higher rate after the effective date of change:

- Second term and career airmen who sign a 36-48 month extension of enlistment before the effective date of change (airmen receive the SRB on the day they enter the extension).
- Airmen who apply for retraining into SRB skills and their applications receive final approval before the effective date of change. (**NOTE:** Refer to paragraph 2.10. for additional eligibility requirements.)

2.16.3. HQ USAF/DPRS notifies MPFs of pending SRB reduction or termination actions. HQ AFPC/DPPAER generates notification Reports on Individual Personnel (RIP) to the MPFs for all affected airmen.

2.16.4. MPFs will:

- Ensure the airmen acknowledge receipt of the information, render their option elections, request SRB authorizations, and initiate reenlistment processing.

- File the original of the RIPs in the UPRG and give the airmen a copy. (**EXCEPTION:** MPFs may use the memorandum at **Figure 2.1** when they don't receive RIPs, or when they determine the memorandums are more practical.)

2.16.5. When airmen are TDY, the home station MPF requests that the MPF at the TDY location notify and counsel the airmen. The MPF at the TDY location notifies the home station MPF of the airmen's intent, and sends the signed RIP (or memorandum) for file in the UPRG. The MPFs will refer to AFMAN 36-2622, volume 1 for reenlistment processing requirements.

2.17. SRB Termination And Recoupment Requirements. Airmen must remain technically qualified for effective performance in the SRB skill, and complete the full term of enlistment or extension of enlistment in the SRB skill. Failure to do so may result in termination and recoupment. SRB termination also requires recoupment of the percentage representing the unserved part of the additional obligated service.

2.17.1. SRB termination and recoupment is mandatory when an airman:

2.17.1.1. Voluntarily or because of misconduct does not complete the term of enlistment, reenlistment, or extension. The DoDPM contains the specific separation reasons requiring termination and recoupment. DFAS-DE uses the airman's separation program designator (SPD) code to determine if one of the listed reasons applies.

2.17.1.2. Is not technically qualified in the skill for which the bonus was paid, the SRB AFSC is withdrawn, and current or future assignment in that skill is precluded for any of the following reasons:

- Refusal to perform certain duties required for effective performance in the SRB skill, when the airman volunteered for such duties in writing before accepting the bonus.
- Disciplinary action taken under Uniform Code of Military Justice (UCMJ) or civil court conviction, when such action makes the airman unqualified for future performance in the SRB skill.
- Injury, illness, or other impairment resulting from the airman's own misconduct, which interferes with effective performance in the SRB skill.
- Loss of security clearance, or any other mandatory qualification required for effective performance in the SRB skill, resulting from the airman's own misconduct.

2.17.1.3. When an airman's SRB AFSC is withdrawn, the MPF notifies the unit commander to initiate a termination and recoupment case file. The unit commander conducts a special review and provides the MPF a termination and recoupment recommendation.

2.17.1.4. The MPF updates the unit commander's recommendation in the Bonus Recoupment Tracking System (refer to AFMAN 36-2622, volume 1), attaches any pertinent documentation from the airman's AFSC withdrawal package, and sends the case file to the airman's parent MAJCOM/FOA/DPP for a final decision. (**NOTE:** The parent MAJCOM/FOA/DPP may not delegate this authority.)

2.17.1.5. When termination and recoupment is not warranted, the parent MAJCOM/FOA/DPP notifies the MPF by message or memorandum, and updates the decision in the Bonus Recoupment Tracking System (refer to AFMAN 36-2622, volume 1). The MPF notifies the airman and files a copy of the decision in the UPRG.

2.17.1.6. When termination and recoupment is approved, the parent MAJCOM/FOA/DPP updates the decision in the Bonus Recoupment Tracking System (refer to AFMAN 36-2622, volume 1), sends a message notifying the MPF and DFAS-DE/FJPA of the decision, and includes the airman's name, SSN, SRB AFSC, and effective date of termination (date of AFSC withdrawal). The MPF notifies the airman and files a copy of the message in the UPRG.

2.17.2. SRB termination and recoupment is not appropriate when an airman:

- Separates prior to completion of the term of enlistment for any reason other than those listed in the DoDPM.
- Is not technically qualified in the SRB skill because of injury, illness, or other impairment that didn't result from misconduct; loses a security clearance or other mandatory qualification for reasons other than misconduct; or for failure to attain performance standards higher than those in effect at the time of the initial bonus payment.
- Is reassigned to duty outside the SRB skill for service-directed reasons.

2.17.2.1. The MPF Chief (or designated representative) reviews the circumstances to ensure a termination and recoupment case is not required. (**NOTE:** Unit commander involvement is only required when the MPF Chief believes it's necessary.)

2.17.2.2. The MPF updates the determination in the Bonus Recoupment Tracking System (refer to AFMAN 36-2622, volume 1).

2.18. Combat Zone Tax Exclusion. The SRB (initial payment and annual installments) is not taxable for airmen who reenlist or extend in a month during which they qualify for a combat zone tax exclusion. They must either reenlist or extend in the designated combat zone, or at another location during the same month in which they served in the designated combat zone.

Figure 2.1. Notification of SRB Termination/Reduction.**SAMPLE**

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR FORCE MILITARY PERSONNEL CENTER
RANDOLPH AIR FORCE BASE, TEXAS**

MEMORANDUM FOR (Airman's Name)

FROM: MPF/Office Symbol
Street Address
Base, State, Zip Code

SUBJECT: Termination/Reduction of Selective Reenlistment Bonus (SRB)

Your AFSC has been identified for SRB termination/reduction effective (enter date). In order to receive the SRB at the current rate, you must reenlist (if eligible) before (effective date), unless you are presently in a retraining status. If you are approved for retraining, or are in a retraining status, you must reenlist within 30 calendar days after award of the 3-skill level. Failure to reenlist within the prescribed time period will result in loss of eligibility for the SRB at the current rate. If you have retrained into an SRB AFSC and are currently qualified in the SRB AFSC (awarded 3-skill level), you must reenlist before (effective date) to receive SRB multiple indicated on the Retraining Counseling Statement.

If you are a second-term or career airman, you may be eligible to extend your enlistment and gain entitlement to the SRB at the current rate. The extension of enlistment must be for service-directed requirements, such as PCS retainability. Also, the extension must be for a period between 36-48 months. You must sign the extension before (effective date). The SRB will be paid on the date of entry into the extension of enlistment.

Please acknowledge receipt below and immediately return the original of this notification.

JOHN J. JONES, TSgt USAF
MPF Representative

1st Ind; (unit/airman concerned)(date)

I acknowledge my AFSC is undergoing a SRB termination/reduction action and understand I must reenlist, or execute an extension of enlistment, before (effective date). I make the following election (initials):

_____ I elect to reenlist, or extend my enlistment 36-48 months, and receive the SRB at the current rate. If retraining, I will reenlist within the prescribed time period.

_____I do not elect to reenlist (or extend) at this time. I understand I will not be entitled to the SRB at the current rate should I reenlist (or extend for 36-48 months) on or after (effective date).

MARY C. JONES, SrA, USAF

Chapter 3

REENLISTMENT

3.1. When Airmen May Reenlist:

3.1.1. Airmen may reenlist if they:

- Are eligible according to **Table 3.1**.
- Can fill a specific requirement in their skill, or another skill through retraining.
- Are selected by their commanders under the SRP (refer to **Chapter 1**).

3.1.2. In addition to the above basic eligibility criteria, first-term airmen may reenlist if they are:

- 4-year enlistees with at least 36 consecutive months on their current enlistment, at least A1Cs with 12 months' time-in-grade (TIG), and eligible according to **Table 3.8**.
- 6-year enlistees with at least 60 consecutive months on their current enlistment, serving in the grade of SrA or higher, and eligible according to **Table 3.8**.

3.1.3. Second-term and career airmen serving in SRB skills must get authorization from HQ AFPC/DPPAER.

3.1.4. MPFs will refer to AFMAN 36-2622, volume 1, for procedures for projecting reenlistments (PTI 478) and requesting CJR/SRB authorizations (PTIs 476 and 477).

3.1.5. First-term airmen may reenlist in a retraining status if they're eligible according to **Table 3.8**, complete retraining, and possess the 3-skill level in the new AFSC. Second-term and career airmen must already possess another awarded AFSC with a skill level commensurate with their current grade in order to reenlist in the retraining AFSC at the 3-skill level. If not, they must request a waiver according to **Table 3.5**. (**EXCEPTION:** Retrainees into Air Traffic Control can't reenlist for an SRB entitlement until award of SEI 056, 058, or 364 to their PAFSC, 2AFSC, etc. CAFSC SEIs are not considered.) Retrainees cannot reenlist at the 1-skill level under any circumstances.

3.2. Reenlistment Ceremony. Unit commanders will honor all reenlistees through a dignified reenlistment ceremony, without special gimmicks or publicity stunts. MPFs will refer questionable cases to HQ AFPC/DPPAER.

3.2.1. The airmen may request any commissioned officer to perform the ceremony, and invite guests. The reenlistee and the officer administering the oath must be physically collocated during the ceremony. Conduct the ceremony in any place that lends dignity to the event. The US flag must form a backdrop for the participants.

3.2.2. Reenlistees and reenlisting officers must wear an authorized uniform for the ceremony. (**EXCEPTION:** The uniform requirement is optional for retired officers.)

3.3. Who May Administer the Oath of Enlistment. Active duty, Reserve, Guard, and retired commissioned officers of the US Armed Forces may administer the oath. Officers who resigned their commissions, and were transferred to the Obligated Reserve Section (ORS) or the Nonaffiliated Reserve Section (NARS), may not administer the oath. (**EXCEPTION:** Commissioned warrant officers in the grade of CW2, CW3, and CW4 may also administer the oath.)

3.4. Reenlistment Terms. Grade and time in service determine the number of years for which airmen may reenlist. Refer to **Table 3.6.** for the authorized terms of enlistment. Regardless of the number of years authorized, a reenlistee's new DOS must always equal or exceed the previous DOS.

3.5. Processing and Place of Reenlistment. Airmen must reenlist at their home stations unless they are absent due to TDY, emergency leave, hospitalization, or are in a pipeline status (school, overseas returnee, etc.). MPFs will refer to **Table 3.7.** for specific instructions. Airmen may not reenlist after departing their units of assignment on terminal leave for separation.

3.5.1. Commanders ensure airmen are present for duty at their home stations on the reenlistment date.

3.5.2. MPFs give airmen departing TDY a reenlistment package if they desire to reenlist and their ETS or DOS will expire while TDY. The package will include, at a minimum, the new DD Forms 4-1-2, **Enlistment/ Reenlistment Document-Armed Forces of the United States**, and the airman's copy of the AF Form 1089, **Leave Settlement Option**.

3.5.3. The home station MPF:

- Obtains the airmen's initials and signatures on AF Form 901, **Reenlistment Eligibility Annex to DD Form 4**, Section III.
- Retains the forms and ensures the unit commanders complete Section IV according to **Figure 3.2.. (EXCEPTION:** If the unit commander will be the on-site commander at the TDY location, include the AF Form 901 in the reenlistment package. The MPF at the TDY location will assist the reenlistee.)
- Coordinates with the MPF at the TDY location to ensure proper completion of the reenlistment documents.

3.5.4. The MPF at the TDY location:

- Gives the airmen their copy of the DD Forms 4-1-2 and AF Form 901 (green copy) if more than 30 calendar days will expire between the reenlistment date and the date the airmen will return to home station.
- Mail all remaining copies to the home station MPF for final processing.

3.6. Reenlistment Documents. The completed DD Forms 4-1-2 and the AF Form 901 formally document a reenlistment and represent a legally binding contract between the Air Force and reenlistee. The MPF completes the DD Forms 4-1-2 and AF Form 901 according to **Figure 3.1.** and **Figure 3.2.** Incomplete or inaccurate documents can result in an erroneous reenlistment agreement, possible loss of SRB entitlement, etc.

3.7. Reenlistment Guarantees. The MPF documents reenlistment guarantees on AF Form 901, unless otherwise specified by HQ AFPC/DPPAER. Require written documentation for all reenlistment guarantees. Authorize only the following guarantees on AF Form 901:

- Approved retraining or lateral training.
- Approved Airman Education and Commissioning Program (AECPP) participation, or any training leading to an Air Force commission.
- Approved Base of Preference (BOP) (for first-term airmen only).

3.8. Discharge for the Purpose of Immediate Reenlistment. Discharge always occurs before airmen reenlist. However, the discharge is conditional because it is without effect if the airmen don't reenlist within 24 hours. MPFs will not give the completed AF Form 901 to the airmen until reenlistment occurs.

3.8.1. The AF Form 901, Section V, documents discharge for the purpose of immediate reenlistment.

3.8.2. MPF Chiefs (or designated representatives) authenticate AF Form 901, Section V. Designated representatives must be assigned to the MPF, or GSU personnel function, and possess the grade of TSgt, GS-6, or higher.

3.8.3. MPFs ensure unit commanders document their certifications on AF Form 901, Section IV, and return them in time for authentication on or before the discharge dates (refer to **Table 3.7.**, step 8). **Figure 3.2.** contains detailed completion instructions. (**NOTE:** Commanders may not refuse to sign AF Form 901, Section IV, and permit airmen to remain otherwise eligible for reenlistment. Commanders must be aware of, or initiate, administrative actions which will render the airmen ineligible for reenlistment. Commanders will notify the MPFs of the specific circumstances in writing.)

3.8.4. MPFs will not use AF Form 901 for prior service enlistments, or for former officers entering the Air Force in enlisted status.

3.9. Leave Settlement. Airmen may sell accrued leave if they reenlist within the 3-month period before ETS, or on the day following ETS. (**NOTE:** This requirement is the result of a Comptroller General decision and cannot be waived.) Airmen cannot sell leave if they've already sold 60 days since 10 February 1976, or are reenlisting more than 3 months before ETS. **Table 3.8.**, note 2, contains instructions for computing the 3-month period before ETS. The airmen's base pay on date of discharge determines the payment. Airmen eligible to sell leave complete AF Form 1089, unless the MPFs choose to use a locally-developed reenlistment worksheet or RIP. (**NOTE:** The substitute product must contain the same information as the AF Form 1089. The counseling and disposition instructions (refer to **Table 3.9.**) for the AF Form 1089 also apply to the worksheet or RIP.) Airmen may change their leave settlement elections at any time before they reenlist. MPFs ensure airmen document changes on a new AF Form 1089, worksheet, or RIP. MPFs will refer to AFMAN 36-2622, volume 1 for DJMS-AC update instructions.

3.10. Transaction Reporting and Control (TRAC) Program. The TRAC program assists HQ USAF planners in projecting and managing enlisted force strength levels, and gives resource managers sufficient lead time to effectively backfill personnel separating from the Air Force. TRAC also allows airmen the time needed to complete all actions associated with reenlistment or separation.

3.10.1. Continental United States (CONUS) TRAC Program. MPFs identify first-term airmen with approved CJRs, and second-term and career airmen who are eligible to reenlist, not later than 150 days before DOS. MPFs obtain their reenlistment and separation elections and process airmen for reenlistment according to **Table 3.7.** MPFs will update reenlistment projections prior to the 120th day before DOS. (**NOTE:** First-term airmen are automatically projected for separation on the 120th day before DOS unless they have an approved or suspended CJR.)

3.10.2. Overseas TRAC Program. Airmen must reenlist or extend their enlistments in order to acquire the necessary retainability for their assignment options, within prescribed time frames. Normally, airmen must obtain the required retainability not later than the 25th day of the 8th month before DEROS. (**NOTE:** First-term airmen are automatically projected for separation on the 120th day before DOS unless they have an approved or suspended CJR.)

3.11. Airmen Reenlisting for the Purpose of Obtaining an Air Force Commission. Publications governing selection for a program leading to an Air Force commission take precedence over reenlistment restrictions imposed by this publication.

3.11.1. Airmen may reenlist to get the service retainability required for the particular commissioning program. This includes first-term airmen who have not completed 36 months' TAFMS on their current enlistment (60 months for 6-year enlistees). AFMAN 36-2622, volume 1, contains PDS update instructions.

3.11.2. Refer to paragraph 2.5. for restrictions pertaining to airmen serving in SRB skills.

3.11.3. MPFs update reenlistment eligibility (RE) code 3A for first-term airmen selected for Air Force commissioning programs who have not reached the SRP consideration point. MPFs update RE code 1J for all other airmen selected for commissioning programs. (**NOTE:** MPFs cannot update RE code 1J or 3A until the airmen are projected for separation.)

3.12. Reenlistment of Non-US Citizens. Non-US citizens, enlisting on or after 1 November 1982, must become US citizens during their initial enlistment before they can reenlist.

3.13. Reenlistment of Sole Surviving Sons or Daughters. Airmen who qualify as sole surviving sons or daughters, and reenlist, waive any right to claim discharge or assignment limitations as sole surviving sons or daughters. They may request reinstatement of their sole survivor status at any time. If approved, they may again qualify for assignment limitation, but not for discharge or release from active duty.

3.14. Identifying and Notifying Reenlistment-Ineligible Airmen. MPFs use the AFPC-controlled computer product to identify first-term, second-term, and career airmen ineligible to reenlist. MPFs send unit commanders a monthly list of ineligible airmen for informational purposes only. Computer-generated RIPs, which are automatically produced at unit level, notify airmen of their reenlistment ineligibility unless they were previously notified in writing. Unit commanders use the RIPs to personally advise the airmen of their ineligibility and, if appropriate, the opportunity for a waiver of the ineligibility factors (refer to **Table 3.5.**). Unit commanders also tell the airmen how the ineligibility conditions affect their promotion eligibility. Unit commanders and airmen sign and date RIPs. The airmen keep a copy and commanders keep the originals.

3.15. High Year of Tenure (HYT) and Age 55 Restrictions. The reenlistment terms outlined in **Table 3.6.** prevent airmen from violating the HYT and age 55 restrictions discussed below.

3.15.1. Airmen with a HYT date of 20 or more years' TAFMS, may not reenlist if their new DOS will exceed the month following their HYT date. However, they may qualify for an extension of enlistment to establish a DOS at HYT (refer to paragraph 4.12. and **Table 4.1.**).

3.15.2. Airmen in the grade of SrA or Sgt may not reenlist if the new DOS will exceed the year and month during which they will complete 10 years' TAFMS. However, they may qualify for an extension of enlistment to establish a DOS at HYT (refer to paragraph 4.12. and **Table 4.1.**). There are two exceptions to this HYT restriction:

- Airmen in the grade of SrA or Sgt, authorized to receive an SRB, may reenlist for periods exceeding their HYT dates, provided the reenlistments occur before they complete 9 years' TAFMS, and don't establish a DOS exceeding 12 years' TAFMS.

- The HYT restrictions discussed in paragraph 3.15.2. don't affect airmen in the grade of SrA or Sgt with 16 or more years' TAFMS. These airmen receive an HYT date of at least 20 years' TAFMS.

3.15.3. Airmen may not reenlist if the new DOS exceeds the month following their 55th birthday month. (**EXCEPTION:** Airmen may reenlist for a period that permits them to serve at least 20 years' TAFMS.) Approved HYT waivers also constitute waivers of the age 55 restriction.

3.15.4. Airmen must get an approved waiver in order to reenlist for a period that exceeds the month following their 55th birthday month. Airmen submit a written waiver request through unit commanders and MPF Chiefs to their wing commanders. Wing commanders will consider the airmen's productivity, capacity for continued service, and the unit's manning before making a final decision. The approved reenlistment period may not exceed the HYT for the airmen's grade, or age 60, under any circumstances. MPFs notify HQ AFPC/DPPAER of approved age 55 waivers by message (or CRT to "09ATRA1"). HQ AFPC/DPPAER will adjust HYT dates to permit update of the reenlistments.

3.15.5. Airmen removed from the TDRL may not reenlist for a period that violates the HYT and age 55 restrictions, unless otherwise directed.

3.16. Air Force Weight Program and Medical Disqualification. Airmen may not reenlist unless they meet and maintain established body fat standards, and remain medically qualified for continued service.

3.16.1. Airmen are ineligible to reenlist (RE code 4J) while serving in Phase I of the Air Force Weight Program, including a temporary medical deferral period. Successful completion of Phase I does not automatically restore reenlistment eligibility. The unit commander may remove the reenlistment ineligibility condition, or continue the ineligibility for any period of Phase II or probation. The unit commander documents the decision on AF Form 108, **Weight Program Processing**. Ineligible airmen requiring retainability to complete Phase I, Phase II, or probation, may request an extension of enlistment according to **Table 4.1.**, rule 18.

3.16.2. Airmen may not reenlist (RE code 4K) when the AF Form 422, **Physical Profile Serial Report**, clearly indicates they are unfit for continued service, or when they're pending evaluations by a medical evaluation board (MEB) or physical evaluation board (PEB).

3.17. Erroneous Reenlistment Documents. This paragraph applies to the DD Forms 4-1-2 and AF Form 901. There are two types of erroneous reenlistment documents. The first consists of contractual errors made in violation of this publication, such as the reenlistment of ineligible airmen, or airmen not issued a CJR. Only HQ AFPC/DPPAER authorizes correction of contractual errors. The second is administrative, involving typographical errors, strikeouts, misspellings, etc.

3.17.1. Contractual Errors. The MPF processes a case file to HQ AFPC/DPPAER. Include a signed memorandum from the airman outlining the facts of the situation and the airman's desires, and the unit commander's and MPF Chief's (or designated representative's) comments and recommendations. HQ AFPC/DPPAER resolves each case in the Air Force's best interest and will either declare the contract valid or erroneous and without effect. Airmen may petition the Air Force Board for Correction of Military Records (AFBCMR) if they don't agree with the final decision.

3.17.2. Administrative Errors. MPFs may correct administrative errors discovered in any block of the DD Forms 4-1-2 or AF Form 901 if the airmen and Air Force agree. MPFs will process case files according to paragraph **3.17.1.** when there is disagreement. If the airmen and Air Force agree, MPFs

make corrections on all copies of the forms before distribution, or on the UPRG (yellow) copies after distribution. Only remove those pages from the UPRG requiring correction, not the entire set. Don't reaccomplish the DD Forms 4-1-2 or the AF Form 901. The airmen and MPF representatives must initial each correction. If the corrections were made on the UPRG (yellow) copy of the forms, type *Corrected Copy* in the upper margin of the corrected pages, make a photo copy of the corrected forms and file the photo copy in the UPRG. MPFs send the documents to HQ AFPC/DPSRI for file, and correct PDS and DJMS-AC as appropriate.

3.18. Reenlistment Eligibility (RE) Codes. MPFs update, monitor, and maintain RE codes in PDS. Accurate RE codes are vital. Incorrect codes can prevent or allow the selection of airmen for reenlistment, promotion, and reassignment. MPFs will:

- Update RE codes in PDS using the priority sequence 2#, 4#, 3#, and 1#.
- Update the highest priority code in PDS when two or more RE codes apply.
- Update the code with the longest duration in PDS when two or more RE codes in the same series apply.
- Leave RE code 2X in PDS unless it is being replaced by a higher priority code (**Table 3.2.**, items 1 through 14), or SRP selection occurs. Reupdate RE code 2X in PDS when a higher priority ineligibility condition no longer exists.

3.19. Waiver of Reenlistment Ineligibility Conditions. Airmen may request waivers to reenlist or extend if they're ineligible to reenlist due to insufficient grade, AFSC not commensurate with grade, 5 or more days lost time, or a civil court conviction (**Table 3.4.**, item 5, 6, 7 or 14). (**NOTE:** Civil court convictions automatically render airmen ineligible for the length of the maximum allowable Manual for Courts Martial (MCM) confinement period for the same or most closely related offenses. MPFs must contact the base legal office to determine the MCM confinement period.)

3.19.1. Airmen submit their waiver requests to their unit commanders, for approval or disapproval. If approved, unit commanders ensure the airmen acknowledge receipt, then send the requests to the MPFs. If no other ineligibility conditions apply, MPFs update RE code 1A and send the waivers for file in the UPRG. If disapproved, unit commanders ensure the airmen acknowledge receipt. Airmen may elect to appeal the disapproval decisions to their respective group commanders. (**EXCEPTION:** Wing commanders are the appeal authorities when group commanders disapproved the waiver requests.) Airmen must submit their appeals within 10 calendar days of acknowledging receipt. Unit commanders include the appeal information in the letters to the airmen and send the letters to the MPFs. MPFs annotate the waiver letters and forward them for file in the UPRG when the airmen don't submit their appeals within 10 calendar days.

3.19.2. Group commanders document their final decisions on the appeals and return them to the MPFs. MPFs send the appeals to the unit commanders. Unit commanders ensure the airmen acknowledge receipt and then return the appeals to the MPFs.

3.19.3. MPFs update RE code 1A upon approval. MPFs send approved and disapproved waivers for file in the UPRG. When airmen request waivers for the purpose of extending their enlistments, MPFs reupdate the ineligibility conditions after updating the extensions. Waivers are only valid for one extension. When airmen elect separation after receiving approved waivers, MPFs reupdate the ineligibility conditions unless higher priority codes apply. When airmen receive approved waivers and

reenlist, MPFs reupdate the ineligibility conditions unless the conditions no longer exist, or higher priority codes apply.

3.20. Prisoners Returned to Duty. A returned prisoner is an airman sentenced by court martial to a dishonorable or bad conduct discharge (including those whose sentences didn't include confinement) which was suspended or remitted, or an airman sentenced to a period of confinement, with or without discharge, and later returned to duty from a DoD regional confinement facility under the direction of HQ AFSFC/SFC. Returned prisoners cannot reenlist unless they serve at least 6 months since returning to duty, are otherwise eligible, and their unit commanders select them for reenlistment under the SRP or approve reenlistment waivers (refer to paragraph 3.19.).

Figure 3.1. Instructions for the DD Form 4-1-2, Enlistment/Reenlistment Document--Armed Forces of the United States.

1. General Instructions:

1.1. This figure governs preparation of DD Forms 4/1 and 4/2 for reenlistment. Submit requests for inclusion of other material to HQ AFPC/DPPAER.

1.2. Type all entries except for signatures, dates, and initials unless otherwise indicated. Make all required signatures, handwritten dates, and initials with ball-point pens using black or blue ink. Signatures, dates, and initials must be legible on all copies of each form. Rubber stamps may be used for signature elements provided all copies are legibly stamped.

1.3. The DD Forms 4/1 and 4/2 are legal documents. Take special care to complete all items correctly, without typewriter strikeouts. Accomplish any erasures or corrections according to paragraph 3.17. Don't erase errors in the Date of Reenlistment, Period of Years, or Confirmation of Reenlistment sections. If errors are made in these sections, and discovered before reenlistment occurs, reaccomplish the documents. If errors in these sections are discovered after reenlistment occurs, refer to paragraph 3.17.

1.4. Complete DD Form 4/1 and 4/2 in four copies. The service representative who accepts the airman for reenlistment will verify all applicable parts of the documents to the airman before signing the completed forms.

2. Detailed Instructions for Completing the DD Forms 4/1 and 4/2. Complete all items as indicated below. Items 1 through 8c apply to DD Form 4/1. Items 9 through 19g apply to the DD Form 4/2. Refer to table 3.9 for disposition instructions.

A	B	C
Item Number	Title Description	Explanation and Entry
1	Name of Reenlistee	MPFs type the airman's full name in <i>all capital letters</i> . Enter the full last name, (father's family name for airmen who follow the Spanish tradition), full first name, full middle name or names, mother's family name for Spanish-speaking airmen who wish to include it, and any suffixes such as JR., SR., III, etc. If the airman has an initial, or initials, rather than a first or middle name, enter the initial(s). Don't punctuate with commas, hyphens, or periods. Sample entry: WILLIAMS JOHN THOMAS JR
2	Social Security Number (SSN)	MPFs type the airman's SSN in the space provided (hyphens are optional). Sample entry: 123-45-6789
3	Home of Record (HOR)	<i>Reenlistees Can't Change Their POR.</i> MPFs enter the HOR recorded on the last DD Form 4. Sample entry: San Antonio TX 78233
4	Place of Reenlistment (POR)	<i>Reenlistees Can't Change Their POR.</i> MPFs enter the city and state recorded on the last DD Form 4. Sample entry: San Antonio TX
5	Date of Reenlistment	The date of reenlistment is the date the airman takes the oath. Don't antedate or postdate a reenlistment, under any circumstances. MPFs type the date in reverse numeric sequence. Sample entry: 930601
6	Date of Birth	MPFs type the date of birth in reverse numeric sequence. Sample entry: 620928
7	Previous Military Service	MPFs type in the space provided, total active military and total inactive military service completed. (NOTE: Review previous DD Form 4 to ensure first-term reenlistees receive inactive military service credit for the Delayed Enlistment Program.) Enter the years, months, and days in two positions each. Precede the numbers 1 through 9 with a zero. If the reenlistee has no prior military service, enter "00" for years, "00" for months, and "00" for days. Complete all items.
8	Branch of Service	MPFs type Air Force.
	Period of Years	MPFs enter the reenlistment term. The airman initials this item prior to reenlistment. Sample entry: 4 (leave the space for "week" blank).
	Pay Grade	MPFs type the airman's pay grade. Sample entry: E-6
8a		Leave blank.
8b	Remarks	MPFs type None.

A	B	C
Item Number	Title Description	Explanation and Entry
8c		The airman initials in the appropriate space.
Page Heading	Name of Reenlistee	MPFs type the full last, first, and middle name of the reenlistee, and any suffixes such as JR, SR, III, etc., as applicable. Sample entry: WILLIAMS JOHN THOMAS JR
	SSN of Reenlistee	MPFs type the reenlistee's SSN. Sample entry: 123-45-6789
13a	Certification	The airman places and "X" in the "None" item and initials in the space provided.
13b & 13c	Signature of Reenlistee and date	Airmen sign their payroll signatures and enter the date. MPFs verify the signature with the name in item 1. Complete these items on or up to 30 calendar days before date of discharge.
14a	Branch of Svc	MPFs type Air Force
14b	Name of Svc Representative	MPFs type or print the last name, first name, middle initial, and any suffix, of the service representative accepting the airman for reenlistment. Service representatives must be assigned to the MPFs, or GSU personnel function, serving in the grade of A1C, GS-4, or higher.
14c	Paygrade of Svc Representative	MPFs type or print the paygrade of the service representative. Sample entry: E-5; GS-6
14d	Unit/Command Name	MPFs type or print the organization and office symbol of the MPF service representative identified in item 4b. Sample entry: 1 MSSQ/MSPPR
14e & 14f	Signature and Date	Service representatives sign their payroll signature and enter the date. Complete these items on or up to 30 calendar days before the date of discharge.
14g	Unit/Command Address	MPFs type or print the mailing address of the organization listed in item 14d. Sample entry: Langley AFB VA 23665
15	Confirmation of (Re)enlistment Oath	Immediately following "I", in the space provided, MPFs type the airman's full name (first, middle, last and suffix, if any). Airmen who elect to affirm rather than swear may omit the words "so help me God".
16 & 17		Leave blank.
18a	Signature of Reenlistee	Airmen sign their payroll signatures. (Verify the signature with the name in item 1.)
18b	Date	Airmen type or print the date of reenlistment.
19a	Affirmation	The oath must be formally administered.

A	B	C
Item Number	Title Description	Explanation and Entry
19b	Name of Enlisting Officer	Officers type or print their last name, first name, middle initial and any suffix. Sample entry: JONES, JOHN P.
19c	Pay Grade	Officers type or print their pay grades. Sample entry: 0-1; 0-6 (Ret)
19d	Unit/Command Name	Officers type or print their unit of assignment (retired officers use the MPF's unit designation). Office symbols are optional. Sample entry: Sample entry: 1AGS/MAEA
19e	Signature of Enlisting Officer	Officers sign their payroll signatures.
19f	Date Signed	Officers enter the reenlistment date.
19g	Unit/Command Address	Officers type or print the mailing address of the organization listed in item 19d (retired officers use the MPF's unit address). Sample entry: Langley AFB VA 23665

Figure 3.2. Instructions for AF Form 901, Reenlistment Eligibility Annex to DD Form 4.

1. General Instructions. The completed AF Form 901 becomes a part of DD Form 4-1-2 to document the airman's reenlistment. It is subject to the same legal and administrative requirements as DD Form 4-1-2.

- a. Except for signature, handwritten dates, and initials, type all entries unless otherwise indicated. Make all required signatures, dates, and initials with ball-point pens using blue or black ink. Signatures and dates must be legible on all copies of each form. Rubber stamps may be used for signatures elements provided all copies are legibly stamped.
- b. Take special care to complete all section correctly, without typewriter strikeouts. Accomplish any erasures or corrections according to paragraph 3.17.
- c. Complete AF Form 901 in four copies. The service representative (MPF representative) who accepts the airman for reenlistment (figure 3.1, item 14b) will explain all applicable parts of AF Form 901 to the airman.
- d. MPFs are responsible for ensuring the unit commander/NCO Detachment Chief completes Section V and returns the form to the MPFs no earlier than 10 workdays before the date of discharge, and no later than the discharge date.

2. Detailed Instructions for Completing the AF Form 901. Complete all sections as indicated below. Refer to table 3.9 for disposition instructions.

A	B	C
Section	Title Description	Explanation and Entry
I	Identification Data	MPFs enter the airman's FULL name in following order: last, first, middle, and suffix, if any. Type the full name in <i>All Capital Letters</i> , exactly as it appears on the DD Form 4. Sample entry LEOS MONICA AMELIA. MPFs enter the airman's SSN (hyphens are optional). Sample entry: 123-45-6789. Enter the Control AFSC (CAFSC) the airman possesses on the discharge date. Enter the airman's Aptitude Scores in the appropriate items provided (self-explanatory).
II	MPF Action	<p>A. Self-explanatory. (The initials of the airman or the MPF representative aren't required or authorized.)</p> <p>B. For airmen with an approved waiver, or an exception to policy, MPFs type the reason and authority in the appropriate items.</p> <p>C. Sample entry: Grade waiver granted. 12 OMS/CC Ltr, 22 April 1995; or HQ AFPC/DPPAER Msg 280952Z Apr 95; etc. (Leave this item blank for airmen who don't require a waiver or an exception to policy to reenlist.)</p> <p>Complete this section before the unit commander's certification in Section IV.</p> <p>MPFs type or print the name (in payroll signature format) and grade of the MPF representative (USAF is authorized but not required). MPF representatives sign their payroll signatures and enter the date. MPF representatives sign AF Forms 901, Section II, even if waivers or exceptions to policy don't apply to the reenlistee. MPF representatives sign this section on, or up to 30 calendar days before, the date of discharge. Their signatures certify that Sections II-A, II-B, and II-C are accurate and completed as required. Refer to figure 3.1, item 14b for authorized MPF (service) representatives.</p>

A	B	C
Section	Title Description	Explanation and Entry
III	Airman's Action	<p>A. Self-explanatory (the airman's initials aren't required or authorized).</p> <p>B. Self-explanatory (the airman's initials aren't required or authorized).</p> <p>C. MPFs complete the appropriate item for any reenlistment guarantee, as specified in paragraph 3.7. Airmen initial in the item provided to attest to the guarantee. If there are no reenlistment guarantees, airmen initial in the appropriate item provided to indicate no guarantees were made.</p> <p>D. Complete this section ONLY when reenlistees have an approved SRB (or RRB) authorization. When this section is completed, airmen enter their initials in the space provided. MPFs enter the SRB zone and multiple authorized for the reenlistment. (Sample entry: Zone A, multiple 1/2.)</p> <p>MPFs enter the SRB AFSC, and only the new obligated service as outlined in chapter 2. (For example, if the members reenlist for 4 years, and have 11 months obligated service at the time of reenlistment, the entry would be 3 years, 1 month.)</p> <p>For airmen entitled to an RRB, MPFs enter the full term of reenlistment (for example, 4 years, 0 months). Leave this item blank when airmen are not entitled to an SRB or RRB.</p> <p>Complete this section before the unit commander's certification in Section IV. MPFs type the airman's full name and grade (USAF is authorized but not required). Airmen sign their payroll signatures and enter the date in the appropriate item. All reenlistees WILL sign this section of the AF Form 901, regardless of reenlistment guarantees, SRB entitlements, or the absence of either. Airmen sign this section on, or up to 30 calendar days before, the date of discharge. Their signatures certify that all statements and information contained in Sections III-A, B, C, and D are true and accurate. (Sample entry: 16 Apr 95; JAY ALLEN BENNETT, SSgt.)</p>
IV	Unit Commander/ NCO Detachment Chief Action	<p>Unit commanders type or print their name and grade (in payroll signature format) and sign and date the form (USAF and duty title are authorized but not required). Unit commanders certify this section during the 10-workday period before DISCHARGE. (Refer to paragraph 3.8 and table 3.7, step 8, and instruction 1d above.) (Sample entry: HUGH T. ROBINSON, Colonel.)</p>

A	B	C
Section	Title Description	Explanation and Entry
V	Discharge Statement (see note)	MPFs enter the effective date of discharge (Sample entry: 21 April 1995) and date of reenlistment (Sample entry: 22 April 1995). MPFs type or print the name and grade (USAF is authorized but not required) of the MPF authenticating official (Sample entry: ROBERT T. SMITH, SMSgt)

NOTE:

Commanders, deputies, and vice commanders may authenticate the discharge statement. In addition, the individuals outlined in paragraph 3.8 may authenticate the discharge statement. MPFs will not give airmen a copy of the completed AF Form 901 until reenlistment occurs.

Table 3.1. Applicants Eligible for Immediate Reenlistment (RE-1 Series).

I T E M	A	B
	An applicant is eligible for immediate reenlistment (within 24 hours after separation) and eligible for prior service enlistment under any of the following conditions, provided the airman is otherwise eligible	RE status code entry in PDS is:
1	Ineligible to reenlist, but condition waived. (Don't separate airmen with this RE code. Remove this code from PDS when an airman elects to separate. Update the appropriate RE code from Table 3.2. , Table 3.3. , or Table 3.4. before the airman separates. Refer to paragraph 3.19., and Table 3.5. , note 1.)	1A
2	Eligible to reenlist, but elects separation. (All airmen selected under the SRP and elect separation are given RE code 1J.) (See notes)	1J
3	Career airmen, selected by the commander under the SRP and 13 months or less remain before completing 20 years' TAFMS. (Don't separate airmen with this RE code.)	1K
4	Eligible to reenlist, second-term or career airmen not yet considered under the SRP. (Don't separate airmen with this RE code.)	1M
5	Eligible to reenlist, second-term or career airmen with less than 19 years' TAFMS, selected by the commander under the SRP, and either 13 months or less remain before original ETS, or the airmen are serving on an extension of enlistment. (Don't separate airmen with this RE code.)	1P
6	Eligible to reenlist, career airmen with more than 20 years' TAFMS, selected by the commander under the SRP, and either 13 months or less remain before original ETS, or the airmen are serving on an extension of enlistment. (Don't separate airmen with this RE code.)	1Q
7	First-term airmen, selected for reenlistment under the SRP (see notes). (Don't separate airmen with this RE code. See item 2.)	1R

8	Air National Guard and United States Air Force Reserve airmen serving on voluntary or involuntary EAD. (These airmen are eligible to request enlistment in the RegAF only.)	1T
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NOTES:

1. Refer to paragraph **3.11.** to determine applicable RE code for first-term airmen selected for programs leading to an Air Force commission.
2. Refer to paragraph **1.6.** and **Table 3.3.** for airmen who receive early SRP consideration for separation.

Table 3.2. Conditions Barring Immediate Reenlistment (RE-2 Series).

I T E M	A	B
	An applicant is ineligible to reenlist in the Regular Air Force and, unless specifically authorized by paragraph 4.5. or Table 4.1., not authorized to extend enlistment under any of the following conditions	RE status code entry in PDS is
1	HQ AFPC denied reenlistment opportunity for quality reasons.	2A
2	Separated with a general or under-other-than-honorable-conditions (UOTHC) discharge.	2B
3	Involuntarily separated with an honorable discharge; or entry level separation without characterization of service. (Don't use this RE code if the airman was separated honorably for exceeding body fat standards.)	2C
4	Returned prisoner with less than 6 months of service since return to duty (see note).	2D
5	Serving a period of probation and rehabilitation (P&R) (see note).	2E
6	Undergoing, or separated while undergoing rehabilitation in a DoD regional confinement facility under the direction of HQ AFSFC/SFC (see note).	2F
7	Participating in Track 4 or 5 of the Substance Abuse Reorientation and Treatment (SART) program for drugs, or has failed to complete Track 4. (This code remains valid until the airman completes Track 4 or the unit commander removes the ineligibility condition for an airman in the after-care program of Track 4.)	2G
8	Participating in Track 4 or 5 of the Substance Abuse Reorientation and Treatment (SART) program for alcohol, or has failed to complete Track 4. (This code remains valid until the airman completes Track 4 or the unit commander removes the ineligibility condition for an airman in the after-care program of Track 4. Don't update this code for self-identified airmen unless they fail Track 4.)	2H
9	Non-U.S. citizen serving on initial enlistment (refer to paragraph 3.12.).	2I
10	Under investigation by military or civilian authority, the outcome of which may result in discharge or court-martial action (see note). (Don't separate airmen with this RE code. Determine the applicable code before separation.)	2J
11	Has been formally notified by the unit commander of initiation of involuntary separation action (see note).	2K
12	Civil court charges pending for an offense for which the MCM authorizes confinement for the same or most closely related offense, or court-martial charges have been preferred, or court-martial action is under appellate review.	2L
13	Serving a sentence or suspended sentence of court-martial; or separated while serving a sentence or suspended sentence of court-martial.	2M

I T E M	A	B
	An applicant is ineligible to reenlist in the Regular Air Force and, unless specifically authorized by paragraph 4.5. or Table 4.1., not authorized to extend enlistment under any of the following conditions	RE status code entry in PDS is
14	Conscientious objector whose religious convictions preclude unrestricted assignment. Update this RE code when the airman requests separation or is discharged for this reason (see note).	2N
15	Absent without leave (AWOL); deserter or dropped from rolls (DFR).	2P
16	Personnel medically retired or discharged.	2Q
17	Airman is within 23 months of 55th birthday, completed at least 18 years, 1 month of TAFMS, and 13 months or less remain until DOS (see note).	2R
18	Airman is within 23 months of 55th birthday, completed at least 18 years, 1 month of TAFMS, and more than 13 months remain until DOS (see note).	2S
19	Airman possesses an HYT date of at least 20 years' TAFMS, is within 23 months of HYT date, and 13 months or less remain until DOS (see note).	2T
20	Airman possesses an HYT date of at least 20 years' TAFMS, is within 23 months of HYT date, and more than 13 months remaining until DOS (see note).	2U
21	Applied for retirement, or retirement has been approved.	2V
22	Retired and recalled to active duty.	2W
23	First-term, second-term, or career airman considered but not selected for reenlistment under the SRP (see note).	2X

NOTE:

Refer to paragraph 4.5. and Table 4.1. to determine the airman's eligibility to request an extension of the current enlistment.

Table 3.3. Conditions Barring Immediate Reenlistment (RE-3 Series).

I T E M	A	B
	An applicant is ineligible for immediate reenlistment (within 24 hours after separation), but eligible for prior service enlistment with an approved waiver (provided the airman is otherwise qualified) under any of the following conditions (see note)	RE status code entry in PDS is
1	First-term airman who separates before completing 36 months (60 months for a 6-year enlistee) on current enlistment and who has no known disqualifying factors or ineligibility conditions except grade, skill level, and insufficient TAFMS (refer to paragraph 1.6.).	3A
2	First-term, nonprior service, females who enlisted into the Air Force and "it was later discovered they were pregnant before their enlistment," and were immediately discharged.	

I T E M	A	B
	An applicant is ineligible for immediate reenlistment (within 24 hours after separation), but eligible for prior service enlistment with an approved waiver (provided the airman is otherwise qualified) under any of the following conditions (see note)	RE status code entry in PDS is
3	First-term, second-term or career airman who was ineligible to reenlist (Table 3.2. , Table 3.3. , or Table 3.4.), the ineligibility condition no longer exists, and the airman requires SRP consideration or reconsideration. (AF Form 418 is required.) (Don't separate airmen with this RE code.)	3B
4	First-term airman not yet considered under the SRP. (Don't separate airmen with this RE code. Remove this code from PDS when airmen are selected or nonselected for reenlistment, or become ineligible for reenlistment.)	3C
5	Second-term or career airman who refused to get PCS or TDY assignment retainability.	3D
6	Second-term or career airman who refused to get retainability for training or retraining or declined to attend PME.	3E
7	Airman selected for reenlistment, but HQ AFPC removed the airman's name from the CJR waiting list within 5 months of DOS. (Remove this code if the airman requests another CJR.)	3I
8	Reserved for use by HQ AFPC or the Air Force Board for Correction of Military Records (AFBCMR) when no other reenlistment eligibility code applies or is appropriate.	3K
9	Separated with Special Separation Benefit (SSB).	3S
10	Separated with Voluntary Separation Incentive (VSI).	3V

NOTE:

Unless specifically authorized by paragraph 4.5., or **Table 4.1.**, airmen serving in these RE codes cannot extend their enlistments.

Table 3.4. Conditions Barring Immediate Reenlistment (RE-4 Series).

I T E M	A	B
	An applicant is ineligible to reenlist in the Air Force and, unless specifically authorized by paragraph 4.5. or Table 4.1., is not authorized to extend enlistment under any of the following conditions:	RE status code entry in PDS is
1	Separated for hardship or dependency reasons (see note 1).	4A
2	Separated (honorably) for exceeding body fat standards.	4B
3	Separated for concealment of juvenile records, minority, failure to meet physical standards for enlistment, failure to attain a 9.0 reading grade level as measured by the Air Force Reading Abilities Test (AFRAT), or void enlistments.	4C
4	Grade is Senior Airman or Sergeant, completed at least 9 years' TAFMS, but fewer than 16 years' TAFMS, and has not been selected for promotion to Staff Sergeant.	4D

I T E M	A	B
	An applicant is ineligible to reenlist in the Air Force and, unless specifically authorized by paragraph 4.5. or Table 4.1., is not authorized to extend enlistment under any of the following conditions:	RE status code entry in PDS is
5	Grade is airman first class or below and airman completed 31 or more months (55 months for 6-year enlistees), if a first-term airman; or, grade is airman first class or below and the airman is a second-term or career airman (see notes 2, 3, and 4).	4E
6	Five or more days lost time during current enlistment. (Airmen with 5 or more calendar days lost time aren't eligible to reenlist, unless they receive an approved waiver according to Table 3.5 . See notes 2 and 3.)	4F
7	No AFSC skill level commensurate with grade (see notes 2, 3, and 6).	4G
8	Serving suspended punishment pursuant to Article 15, Uniform Code of Military Justice (UCMJ) (see notes 3 and 5).	4H
9	Serving on the Control Roster (see note 3).	4I
10	Entered into Phase I of the Air Force Weight Program, or the unit commander has declared the airman ineligible to reenlist for a period of Phase II or probation (refer to paragraph 3.16.).	4J
11	Medically disqualified for continued service, or the airman is pending evaluation by MEB/PEB (refer to paragraph 3.16.).	4K
12	Separated commissioning program eliminee (OTS, AECP, and so on).	4L
13	Air Force breach of enlistment/reenlistment agreement.	4M
14	Convicted by civil authorities. (Members remain ineligible for length of the maximum allowable MCM confinement for the same or most closely related offense.) (See note 2.)	4N

NOTES:

1. This code doesn't apply to airmen separated for the sole reason of pregnancy. Refer to paragraph **1.6**.
2. Refer to **Table 3.5**. to determine if the airman is eligible to obtain a waiver to reenlist or extend.
3. Refer to **Chapter 4** to determine if the airman is eligible to request an extension of enlistment.
4. Don't update this code on first-term airmen (4-year enlistees), unless they have completed 31 months on current enlistment, are serving in the grade of A1C, or lower, and don't have at least 12 months' time-in-grade from their current date of rank as an A1C (refer to paragraphs **3.1.** and **3.19.**), and no other higher priority ineligibility factor exists. RE code 4E applies to first-term, 6-year enlistees, who complete 55 months on current enlistment, while serving in the grade of A1C or lower, provided no other higher priority ineligibility condition exists.
5. Don't update this code unless the airman is serving suspended Article 15 punishment.
6. Don't update this code on first-term airmen unless they're 4-year enlistees who have completed 31 months on current enlistment, or 6-year enlistees who have completed 55 months on current

enlistment. First-term airmen must possess an awarded AFSC at the 3-skill level. Second-term and career airmen serving in the grade of SrA, Sgt, or SSgt must possess an awarded AFSC at the 5-skill level (3-skill level when no 5-skill level exists). Second-term and career airmen serving in the grade of TSgt or MSgt must possess an awarded AFSC at the 7-skill level. Second-term and career airmen serving in the grade of SMSgt or CMSgt must possess an awarded AFSC with at least a 9-skill level. Airmen serving in Reporting Identifiers (except 9A100, 9A200, 9JXXX, or 9TXXX) or Special Duty Identifiers are considered to possess an awarded AFSC skill level commensurate with grade.

Table 3.5. Conditions Requiring a Waiver to Reenlist or Extend.

I T E M	A	B
	If the airman is ineligible to reenlist or extend due to:	the airman may request a waiver from the unit commander (except for rule 4) to reenlist or extend provided the airman is otherwise eligible and is:
1	insufficient grade (Table 3.4. , item 5);	a first-term airman who previously held the grade of SrA or above and is currently serving in the grade of A1C (see notes 1, 2 and 3, and refer to paragraph 3.19.).
2	five or more days lost during current enlistment (Table 3.4. , item 6);	not using this waiver provision for the purpose of separation (see notes 1, 2, and 3, and refer to paragraph 3.19.).
3	insufficient AFSC skill level (Table 3.4. , item 7);	a second-term or career airman who previously held an awarded skill level commensurate with grade, and currently possesses an awarded 3-skill level (see notes 1, 2, and 3, and refer to Table 4.1. , rule 16).
4	receiving a PCS assignment that requires the airman to reenlist immediately following completion of technical school retraining;	a first-term airman who is unable to extend to qualify for the assignment. (The MPF Chief at the technical training location is the approval authority for this waiver. See note 2.)
5	civil court conviction (Table 3.4. , item 14);	a first-term, second-term, or career airman (see notes 1, 2, and 3, and refer to paragraph 3.19.).

NOTES:

1. Update RE code 1A in PDS before executing the extension or reenlistment. Remove RE code 1A from PDS immediately following update of the extension or immediately following the airman's reenlistment (refer to paragraph **3.19.**).
2. Airmen must meet all other eligibility requirements for reenlistment or an extension of enlistment.
3. Unit commanders may waive two or more ineligibility conditions at the same time, but they must waive all conditions. Unit commanders may not grant a waiver to any airman who possesses another ineligibility condition for which there is no waiver provision.

Table 3.6. Authorized Terms of Reenlistment.

R U L E	A	B	C	D	E	F	G	H	I	
	If the airman is		and TAFMS on date of discharge is						the authorized term of reenlistment in whole years is:	
			From			To				
			Yr	Mo	Day	Yr	Mo	Day		
1	first-term airman	A1C thru Sgt (not authorized an SRB)	-	-	-	04	00	00	4, 5, or 6	
2			04	00	01	05	00	00	4 or 5	
3			05	00	01	06	00	00	4	
4			06	00	01	07	00	00	3	
5			07	00	01	07	11	00	2	
6		A1C thru Sgt (au- thorized an SRB)	-	-	-	06	00	00	4, 5, or 6 (see note 1)	
7			06	00	01	07	00	00	4 or 5 (see note 1)	
8			07	00	01	07	11	00	3 or 4 (see note 1)	
9			SSgt selectee or higher	-	-	-	07	11	00	4, 5, or 6
10	second- term or career airman	SrA or Sgt (not au- thorized an SRB)	-	-	-	06	00	00	4	
11			06	00	01	07	00	00	3	
12			07	00	01	08	00	00	2	
13		SrA or Sgt (autho- rized an SRB)	-	-	-	06	00	00	4, 5, or 6 (see note 1)	
14			06	00	01	07	00	00	4 or 5 (see note 1)	
15			07	00	01	08	00	00	3 or 4 (see note 1)	
16			08	00	01	08	11	29	3 (see note 1)	
17			SrA or Sgt	16	00	00	16	01	29	4 (see note 2)
18				16	02	00	17	01	29	3 (see note 2)
19	17			02	00	18	01	00	2	
20	SSgt, SSgt selectee, TSgt or TSgt select- ee		-	-	-	14	01	29	4, 5, or 6 (see note 2)	
21			14	02	00	15	01	29	4 or 5 (see note 2)	
22			15	02	00	16	01	29	4 (see note 2)	
23			16	02	00	17	01	29	3 (see note 2)	

R U L E	A	B	C	D	E	F	G	H	I
	If the airman is		and TAFMS on date of discharge is						the authorized term of reenlistment in whole years is:
			From			To			
			Yr	Mo	Day	Yr	Mo	Day	
24			17	02	00	18	01	00	2
25		MSgt or MSgt se- lectee	-	-	-	18	01	29	4, 5, or 6 (see note 2)
26			18	02	00	19	01	29	4 or 5 (see note 2)
27			19	02	00	20	01	29	4 (see note 2)
28			20	02	00	21	01	29	3 (see note 2)
29			21	02	00	22	01	00	2
30	second- term or career airman	SMSgt or SMSgt selectee	-	-	-	20	01	29	4, 5, or 6 (see note 2)
31			20	02	00	21	01	29	4 or 5 (see note 2)
32			21	02	00	22	01	29	4 (see note 2)
33			22	02	00	23	01	29	3 (see note 2)
34			23	02	00	24	01	00	2
35		CMSgt or CMSgt selectee	-	-	-	24	01	29	4, 5, or 6 (see note 2)
36			24	02	00	25	01	29	4 or 5 (see note 2)
37			25	02	00	26	01	29	4 (see note 2)
38			26	02	00	27	01	29	3 (see note 2)
39			27	02	00	28	01	00	2

NOTES:

1. These airmen may not reenlist for a period of service that will exceed 12 years of TAFMS. Their HYT date automatically adjusts to equal their new DOS when the reenlistment transaction processes at HQ AFPC.
2. Some airmen may not be able to reenlist for the maximum term authorized because their new DOS will exceed HYT date plus 1 month. Airmen must reenlist for 1 year less than the maximum term if they cannot adjust their reenlistment dates in order to comply with HYT limitations.

Table 3.7. Steps Required in Processing Airmen for Reenlistment.

S T E P	A	B
	The following agency or individual	is responsible for completing the following actions when an airman wants to initiate reenlistment processing:
1	The servicing MPF	Verifies reenlistment eligibility. Stop reenlistment processing if the airman is not eligible for reenlistment. If required, update the RE code in PDS to reflect the correct ineligibility status code.
2		Determines if a CJR or SRB authorization (as appropriate) is required or has been approved. (Determine SRB requirements by reviewing PDS BLMPS tables.) Reenlistment will not occur before approval of CJR or SRB authorization from HQ AFPC/DPPAER (see note).
3	The servicing MPF	Notifies the airman of the date, time and place, etc., of the reenlistment processing appointment. The MPF tells the airman to bring the Leave and Earnings Statement (LES) which shows the airman's save-pay leave balance to the appointment for leave settlement purposes (refer to paragraph 3.19.).
4		Assists the airman in selecting a reenlistment date and determines the authorized term of enlistment by reviewing Table 3.6. and Table 3.8. , and available personnel data. Make every effort to accommodate the airman's personal preference concerning the requested reenlistment date.
5		Airmen may usually be considered medically acceptable for reenlistment without being referred to the base medical facility. Airmen scheduled for reenlistment within 7 calendar days of their DOS, must complete the following statement during reenlistment processing: "I intend to reenlist immediately after separation. I hereby authorize my retention in service for a period not to exceed 7 calendar days beyond my date of separation (DOS), to complete separation processing, should I, immediately before or after separation, and before reenlistment, decline to reenlist." Retain this statement with the reenlistment package until reenlistment occurs. Airmen may not request reenlistment once they enter the 7-calendar day extension period; this extension is for separation processing only. Don't complete AF Form 1411 for this extension. Don't complete this statement for airmen scheduled to reenlist more than 7 calendar days before DOS.
6		Prepares and processes reenlistment documents according to paragraph 3.6., and Figure 3.1. and 3.3. Update all reenlistment and DJMS-AC data in PDS according to AFMAN 36-2622, volume I (as a minimum, the following data items change on reenlistment: date, term and category of enlistment, DOS, ETS, and RE code); issues a discharge certificate (DD Form 256AF, Honorable Discharge) at the time of reenlistment.

S T E P	A	B
	The following agency or individual	is responsible for completing the following actions when an airman wants to initiate reenlistment processing:
1	The servicing MPF	Verifies reenlistment eligibility. Stop reenlistment processing if the airman is not eligible for reenlistment. If required, update the RE code in PDS to reflect the correct ineligibility status code.
7		Advises airmen of the monetary difference between PETS and ETS reenlistment. Separation for the purpose of immediate reenlistment doesn't result in recoupment of the SRB. Subtract any portion of an enlistment or extension to an enlistment (existing contractual obligated service) that an airman doesn't serve from the term of enlistment that the airman is reenlisting for, to get the additional obligated service for bonus computation. When reenlistment is with the receipt of an SRB, counsel the airman on bonus recoupment conditions (AF Form 901, Section III).
8		Ensures the unit commander verifies the airman's reenlistment eligibility no earlier than 10 workdays before, but no later than the discharge date. The unit commander must confirm reenlistment eligibility by certifying AF Form 901, Section IV. If the airman has a UIF, the commander must review the airman's AF Form 1137 before confirming reenlistment eligibility. The MPF is responsible for ensuring the unit commander signs and returns the AF Form 901 no later than the discharge date.
9	Enlisting officer, with the support of the servicing MPF	Assists the airman in making arrangements for the reenlistment ceremony, photo coverage, and attendance of invited guests (refer to paragraph 3.2.).
10		Conducts the reenlistment ceremony on the scheduled date by administering the oath of enlistment, and recording the event on the DD Form 4. (Refer to paragraphs 3.2. and 3.3., and Figure 3.1.)
11	The servicing MPF	Disposes of reenlistment documents as prescribed in Table 3.9.
12		Ensures the projected PDS update has consummated to show the new reenlistment data.

NOTE:

Consider airmen to have completed their current enlistment for SRB computation when the airmen are discharged, for the purpose of reenlistment, within 3 days of ETS, and no unserved extension of enlistment exists.

Table 3.8. Conditions Authorizing Reenlistment.

R	A	B
U L E	If the airman is eligible to reenlist according to Table 3.1., and is a	the airman may reenlist (see notes 1, 2, and 3)
1	first-term, 4-year enlistee	anytime after completing 36 months on the current enlistment if the airman has an approved CJR (refer to paragraph 1.14.).
2	first-term, 6-year enlistee	anytime after completing 60 months on the current enlistment if the airman has an approved CJR (refer to paragraph 1.14.).
3	second-term or career airman	to get retainability for promotion to MSgt, SMSgt, or CMSgt.
4		to get required retainability for service schools.
5		to get required retainability for PCS, PCA, or TDY assignment.
6		to get required retainability for completion of an extension to an overseas tour, or provide 12 months' service retainability after arrival of command-sponsored family members at an overseas location.
7		within the 3-month period before ETS.
8		within the 15-month period before an established (or requested) DEROS if the airman requires additional retainability.
9		within the 15-month period before DOS if the airman has elected (or is maintaining) an indefinite DEROS.

NOTES:

- 1.The authorized and requested term of reenlistment (**Table 3.6.**) must be sufficient to assume any period of authorized obligated service owed as a result of prior extensions of enlistment.
- 2.Don't authorize cash settlement of accrued leave for reenlistments that occur earlier than 3 months before ETS or adjusted ETS (refer to paragraph 3.9.). Airmen reenlist within 3 months of ETS if the date of discharge is the same day of the month as ETS, only 3 months earlier. When the airman's ETS falls on the last day of the month, and there is no corresponding day of the month 3 months earlier, the date of discharge must be the last day of the month. (Examples: if ETS is 20 May, discharge date must be 20 Feb; if ETS is 31 Jul, discharge date must be 30 Apr.)
- 3.These reenlistment restrictions don't apply to SRB retrainees authorized reenlistment according to paragraph 3.16.2.

Table 3.9. Disposition of Reenlistment/Extension Documents.

I T E M	A	B	C	D
	Form or Document	Num- ber of Cop- ies	Pre- pared accord- ing to	Disposition
1	DD Form 4-1-2, Enlistment/ Reenlistment Document--Armed Forces of the United States	4	Figure 3.1.	Original--mail to HQ AFPC/DPSRI. Yellow copy--file in the airman's UPRG. Green copy--airman's copy. Pink copy--MPF/OPR copy. Destroy after 3 months
2	AF Form 901, Reenlistment Eligibility Annex to DD Form 4-1-2	4	Figure 3.2.	Original--attach to the original copy of DD Form 4-1-2, and mail to HQ AFPC/DPSRI. Yellow, green, and pink copies--attach to the corresponding copy of the DD Form 4-1-2, and follow the instructions outlined in item 1, column D above
3	Correspondence concerning waiver or special authorization to reenlist	2	Table 3.5.	Original--attach to the original of the new DD Form 4-1-2, and dispose of according to the instructions outlined in item 1, column D above. 1st copy--airman's copy
4	Statement authorizing retention on active duty for the purpose of medical examination	1	Table 3.7., step 5	Destroy after the airman reenlists
5	AF Form 418, Selective Reenlistment Program Consideration	3	Chapter 1	Original--UPRG copy. 1st copy--unit commanders copy. 2d copy--members copy
6	AF Form 545, Request for Career Job Reservation/ Selective Reenlistment Bonus Authority	2	Chapter 1	Original--MPF/OPR copy. Destroy when the airmen reenlists, extends, or separates. 1st copy--member's copy
7	AF Form 1089, Leave Settlement Option	2	Chapter 3 and Chapter 4	Original--MPF/OPR copy. Destroy 3 months after the airman reenlists or enters into the first extension of enlistment. 1st copy--airman's copy
8	AF Form 1411, Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve	4	Chapter 4	Original--mail to HQ AFPC/DPSRI. 1st copy--UPRG copy. File with the DD Form 4-1-2. 2d copy--MPF/OPR copy. Destroy after 3 months. 3d copy--airman's copy

Chapter 4

EXTENSIONS OF ENLISTMENT

4.1. Extension Approval Authority. HQ AFPC/ DPPAER reserves authority to approve extensions of enlistment under certain conditions specified in **Table 4.1.** Otherwise, base-level officials resolve all requests for extensions and extension cancellation.

4.1.1. MPF Chiefs or their designated representatives may approve or disapprove extension or extension cancellation requests (AF Form 1411, **Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve**). Designated representatives must be assigned to the MPFs or GSU personnel functions, and possess the grade of TSgt, GS-6, or higher.

4.1.2. For the purposes of mobility deployment, readiness exercises, etc., personnel specified in paragraph **4.1.1.** will review extensions executed during the period of the exercise for the sole purpose of the exercise. If deployment occurs, MPFs update these extensions in PDS and distribute the forms according to **Table 3.9.** If deployment doesn't occur, MPFs destroy the AF Forms 1411 at the end of the exercise.

4.2. Extension Limitations:

4.2.1. MPFs will limit extensions to the minimum number of months needed to achieve their purpose. Airmen extend in whole month periods only. When enlistments or reenlistments begin on the first day of a month, the extended DOS is always the last day of the month. For example, if an airman's date of enlistment is 1 May, and the DOS is 30 April, then a 1-month extension would result in a 31 May DOS.

4.2.2. First-term airmen can't extend for more than a total of 23 months. Second-term and career airmen can't extend their current enlistments for more than a total of 48 months. Otherwise, there is no limit to the number of valid extensions.

4.2.3. Refer to paragraph **4.12.** for information on HYT, or age 55 extension restrictions.

4.2.4. MPFs will not authorize airmen to cancel previously approved extensions for the purpose of combining them with additional extensions, or to enhance SRB entitlements.

4.3. Extensions for Lengthy-Service Airmen. **Attachment 1**, Section C, contains the definition of lengthy-service airmen. Refer to Title 10, U.S.C., Section 1176(a) for background information.

4.3.1. The extension approval authorities specified in paragraph **4.1.** will not deny extensions requested by lengthy-service airmen, if the extension period will not exceed 20 years, 1 month of TAFMS, and the airmen are otherwise eligible for the extension. This restriction applies even if the requested DOS will not permit the airmen to complete 20 years' TAFMS. (For example, if a lengthy-service airman will complete 18 years, 6 months on DOS, and requests a 2-month extension to complete Phase I of the Weight Program, approval authorities cannot deny the extension request.)

4.3.2. Unit commanders may not request extension cancellation if the affected airmen are lengthy-service airmen (refer to paragraph **3.11.1.**). MPFs will return requests to unit commanders without taking further action.

4.4. Extensions for Service-Directed Requirements. Second-term and career airmen may, if otherwise eligible, reenlist according to **Table 3.8.**, or extend their enlistments according to **Table 4.1.** for the minimum number of months required.

4.4.1. Eligible second-term and career airmen, serving in SRB skills, may also extend their enlistments in one increment for a minimum period of 36 months up to, and including, a maximum period of 48 months. Airmen may use this provision if they are extending according to **Table 4.1.**, rules 12, 13, 14, and 16, and have not already extended for a total period of 12 or more months. Airmen may use this extension option even if they require less retainability.

- Airmen qualify for an SRB entitlement on the day they sign the extensions, but they won't receive the SRB payment until the day they enter the extensions, provided they remain qualified.
- MPFs review the SRB skills list to ensure the airmen are serving in SRB skills when they request the extensions. The day the airmen enter the extensions determines the SRB zone. For example, if airmen extend while serving in the Zone A window, but will be in the Zone B window on the day they enter the extensions, they receive a Zone B bonus if eligible according to paragraph 2.7. The day the airmen sign the extensions determines the SRB multiple levels. Future changes to the SRB skills list don't affect their SRB entitlements.

4.4.2. Second-term and career airmen, serving in non-SRB skills, may also extend their enlistments from 36 to 48 months to acquire service-directed retainability. However, the extensions won't qualify them for an SRB if the Air Force awards the SRB to their skills at a later date.

4.5. Extensions For Reenlistment-Ineligible Airmen. MPFs may approve extensions for reenlistment-ineligible airmen as indicated below. (**NOTE:** MPFs will not permit airmen to extend while SRP reconsideration (RE code 3B) is pending.)

4.5.1. Career airmen ineligible to reenlist, due to RE codes 2R through 2U, may request extensions according to **Table 4.1.**, rules 3 or 4, provided they haven't refused to obtain service-directed retainability or canceled an extension for the purpose of separation.

4.5.2. First-term airmen with RE code 3C, who require additional retainability, may request extensions according to **Table 4.1.**, if otherwise qualified. First-term airmen don't need approved CJRs in order to extend.

4.5.3. Reenlistment-ineligible airmen may request extensions if specifically authorized in **Table 4.1.**

4.5.4. First-term non-US citizens (RE code 2I) may request extensions to attain citizenship according to **Table 4.1.**, rule 25, provided they've already applied for citizenship and are within 120 days of DOS. The requested extension period may not exceed their projected swear-in date plus 30 days, or 6 months, whichever is sooner. MPFs may authorize additional extensions as required.

4.5.5. Airmen appealing SRP nonselection (RE code 2X) may request extensions of enlistment according to **Table 4.1.**, rule 23, to await the outcome. MPFs approve these extensions in 1-month increments until the airmen's appeals are finalized.

4.5.6. Lengthy-service airmen, who are nonselected under the SRP, may request extensions of enlistment in order to attain minimum retirement eligibility (refer to paragraph 4.3. and **Table 4.1.**, rule 4).

4.6. Extensions of Enlistment for Pregnancy or Family Member Medical Care. Extensions approved under this paragraph are subject to age, HYT, and the maximum length limitations and restrictions imposed by paragraphs 4.2. and 4.12. MPFs will not approve extensions for elective medical treatment. All airmen, regardless of reenlistment eligibility, may request extensions to permit government medical care for pregnancy, a pregnant non-military spouse, or a seriously ill or injured non-military family member. Airmen may only use this provision if they'll have less than 20 years' TAFMS upon current DOS (refer to **Table 4.1.**, rule 11). MPFs will:

- Require verification from the attending physician (including the anticipated delivery date) for pregnancy extensions.
- Require verification from the attending physician, as to the prognosis and estimated date of resolution, for cases involving seriously ill or injured family members. Refer questionable cases to HQ AFPC/ DPPAER.
- Limit extensions to the number of months required to resolve the medical condition. Limit pregnancy extensions to the minimum number of months required to establish a DOS of at least delivery date plus 1 month.

4.7. Extension Reasons. **Table 4.1.** lists the approval conditions for voluntary extensions of enlistment. MPFs will not approve extensions requested for the purpose of:

- Personal convenience or monetary advantage.
- Increasing bonus entitlement (not applicable to paragraph 4.4.)
- Providing additional time to make a career decision, or deferring separation to coincide with civilian plans.
- Applying for a CJR, remaining on the CJR waiting list, or requesting retraining.

4.8. Leave Settlement. Airmen may sell leave upon entry into the first voluntary extension of their current enlistments. (**NOTE:** This requirement is the result of a Comptroller General decision and cannot be waived.) Airmen cannot sell leave if they've already sold 60 days since 10 February 1976, or enter second or subsequent extensions of enlistment. The airmen's base pay on ETS determines the payment. Airmen eligible to sell leave complete AF Form 1089, unless the MPFs choose to use a locally-developed RIP. (**NOTE:** The RIP must contain the same information as the AF Form 1089. The counseling and disposition instructions (refer to **Table 3.9.**) for the AF Form 1089 also apply to the RIP.) Airmen may change their leave settlement elections at any time before they enter the extensions. MPFs ensure airmen document changes on a new AF Form 1089 or RIP. MPFs will refer to AFMAN 36-2622, volume 1 for DJMS-AC update instructions.

4.9. How to Complete and Process Extension of Enlistment Requests. The MPF uses AF Form 1411 to document all extension and extension cancellation requests. **Figure 4.1.** contains instructions for completing AF Form 1411.

4.9.1. MPFs verify RE codes by PDS inquiry before initiating AF Form 1411, and enter the RE codes in Section V, item 12. MPFs also ensure the requests comply with all general limitations and requirements.

4.9.2. Unit commanders make recommendations by completing AF Form 1411, Section IV, enter disapproval rationale in the remarks section or on a separate sheet, and send the form and any attachments to the MPFs.

4.9.3. MPF personnel identified in paragraph 4.1. will take the following actions as appropriate:

- When unit commanders recommend approval, approve or disapprove the extensions by completing Section V. Refer to paragraph 4.3. for restrictions concerning lengthy-service airmen.
- When unit commanders recommend disapproval, send the requests to the MPF Chief for resolution. MPF Chiefs may disapprove the requests, or recommend approval and send the requests to the support group commander for resolution. (**NOTE:** MPF Chiefs will approve requests for lengthy service airmen as required by paragraph 4.3..)
- Update approved extensions in PDS (refer to AFMAN 36-2622, volume 1) and comply with the disposition instructions in **Table 3.9**.
- Refer to paragraph 4.14. for disapproved extension requests and comply with the disposition instructions in **Table 3.9**.

4.9.4. When extension requests require HQ AFPC consideration:

- Airmen document their requests in a memorandum, obtain their unit commanders' recommendations, and send the requests to the MPFs.
- MPFs assist the airmen in completing AF Form 1411, Sections I through IV, VIII, IX, and X, and suspense the form pending final action.
- MPF Chiefs recommend approval and send the requests to HQ AFPC/DPPAER, or disapprove the requests unless prohibited by paragraph 4.3. or **Table 4.1**.
- MPFs complete AF Form 1411, Section V to document approval or disapproval, and attach a copy of the correspondence to each copy of AF Form 1411.
- MPFs advise the airmen of approval or disapproval, update approved extensions in PDS (refer to AFMAN 36-2622, volume 1), and comply with the disposition instructions in **Table 3.9**.

4.10. Erroneous Extension Documents. This paragraph applies to the AF Form 1411. There are two types of erroneous extension documents. The first consists of contractual errors that exceed the restrictions and limitations in this publication. Only HQ AFPC/ DPPAER authorizes correction of contractual errors. The second is administrative, involving typographical errors, strikeovers, misspellings, etc.

4.10.1. Contractual Errors. The MPF processes a case file to HQ AFPC/DPPAER. Include a signed memorandum from the airman, outlining the facts of the situation and the airman's desires, and unit commander's and MPF Chief's (or designated representative's) comments and recommendations. HQ AFPC/ DPPAER resolves each case in the Air Force's best interest, and will either declare the contract valid or erroneous and without effect. Airmen may petition the Air Force Board for Correction of Military Records (AFBCMR) if they don't agree with the final decision.

4.10.2. Administrative Errors. MPFs may correct administrative errors on the AF Form 1411 if the airmen and Air Force agree. MPFs will process case files according to paragraph 4.10.1. when there is disagreement. If the airmen and Air Force agree, MPFs make corrections on all copies of the AF Form 1411 before distribution, or the UPRG copy after distribution. The airmen and MPF representatives must initial each correction. When correcting the UPRG copy of the AF Form 1411, type *Cor-*

rected Copy in the upper margin of the AF Form 1411, make a photo copy of the corrected AF Form 1411, and file the photo copy in the UPRG. MPFs send the documents to HQ AFPC/DPSRI for file.

4.11. Extension Cancellation. Extension cancellation cannot occur after airmen enter the extensions. However, this doesn't preclude early separation if airmen apply for voluntary separation, or are involuntarily discharged.

4.11.1. Unit commanders may request extension cancellation if a reenlistment ineligibility condition in **Table 3.2.** and (or) **Table 3.4.** causes cancellation of the reasons for which airmen extended. (**NOTE:** Commanders can't request extension cancellation if the affected airmen are lengthy-service airmen (refer to paragraph 4.3.), the extension reasons were fulfilled or still exist, or the airmen extended according to **Table 4.1.**, rules 17 through 24.)

4.11.1.1. Unit commanders notify the airmen, in writing, of their intent to request extension cancellation, and advise the airmen they may submit a statement in their behalf within 3 workdays of acknowledgment. Unit commanders complete AF Form 1411, Sections I and VI, attach their intent letters and the airmen's statements, and send the documents to the MPF Chiefs for approval or disapproval.

4.11.1.2. When MPF Chiefs approve extension cancellation by completing AF Form 1411, Section VII:

- MPFs attach any supporting documentation to the UPRG copy of AF Form 1411, delete the extensions from PDS, and dispose of the forms according to **Table 3.9.** MPFs then send the airmen's copies of the AF Form 1411 and the initial notification letters to the unit commanders.
- Unit commanders ensure airmen indorse the initial notification letters, acknowledging receipt of the decisions and their opportunity to appeal according to paragraph 4.14. Commanders also ensure airmen document their appeal intent before returning the letters to the MPFs for processing according to paragraph 4.14.

4.11.1.3. When MPF Chiefs disapprove extension cancellation requests by completing AF Form 1411, Section VII, and entering their rationale in the remarks section:

- MPFs send the airmen's copy of the AF Form 1411 and the initial notification letters to the unit commanders, and suspense the remaining copies of the forms pending receipt of the airmen's acknowledgment.
- Unit commanders ensure the airmen indorse the initial notification letters, acknowledging receipt of the decisions, and return the letters to the MPFs.
- MPFs attach the letters to the UPRG copy of AF Form 1411 and dispose of the forms according to **Table 3.9.**

4.11.2. MPF Chiefs may authorize extension cancellation when early separation would be in the best interest of the Air Force and the airmen. Airmen may request extension cancellation under this provision only if the original reason for the extension no longer exists, and the cancellation provision in paragraph 4.11.4. doesn't apply. Airmen assigned overseas may not request cancellation of extensions executed to satisfy the retainability required for the prescribed tour length, or for a CONUS assignment if they have received notification of CONUS assignment selection.

4.11.3. Airmen may request extension cancellation when fulfilling the extension would result in an injustice. Airmen may request cancellation under this provision if, due to unique and unusual circumstances, other provisions for cancellation were not used or are inappropriate.

- MPFs assist the airmen in completing AF Form 1411, Sections I and VI, and suspense the form pending final action. Refer to paragraph 4.9. for general processing instructions. MPF Chiefs may disapprove the requests, but HQ AFPC/DPPAER is the approval authority.
- MPFs complete AF Form 1411, Section VII to document approval or disapproval, attach copies of the correspondence to each copy of the AF Form 1411, and dispose of the form according to **Table 3.9**. MPFs delete extensions from PDS as appropriate.

4.11.4. Airmen may request cancellation of extensions initiated according to **Table 4.1.**, rules 12 through 16, if the reasons for the extensions were canceled, or no longer exist. Airmen must request cancellation no later than 30 calendar days following notification that the original reasons for the extensions were canceled or no longer exist. MPFs will consider failure to cancel the extensions within this time period as willingness on the part of the airmen to serve out the extensions.

- For example, an airman extended to qualify for a CONUS PCS assignment, but was notified of assignment cancellation before entry into the extension. The airman must submit the cancellation request within 30 calendar days of assignment cancellation notification.
- MPFs enter the authority for cancellation and a brief explanation in the remarks section of the AF Form 1411 as follows: "Assignment canceled per HQ AFPC/DPAAD2 message, 201942Z Apr 95".

4.11.5. When an existing extension (not yet entered) is subject to cancellation according to paragraphs 4.11.3. or 4.11.4., and is to be replaced by an extension of a shorter duration, MPFs document both the cancellation and the new extension on the same AF Form 1411.

4.12. High Year of Tenure (HYT) and Age 55 Restrictions. The restrictions outlined in paragraph 3.15. also apply to extensions.

4.12.1. Airmen may extend to establish a DOS at their HYT or age 55, provided they're otherwise eligible and are within 2 years of their HYT date or age 55 (**Table 4.1.**, rules 3 and 27).

4.12.2. Second-term and career airmen serving in the grades of SrA or Sgt, executing extensions according to paragraph 4.4.1., may extend their enlistments beyond HYT if authorized to receive an SRB, and their new DOS won't exceed the last day of the month during which they complete 12 years' TAFMS. Airmen must execute the extensions before completing 9 years' TAFMS. The resulting DOS will become their new HYT.

4.12.3. TSgts who wish to serve 6 months' time-in-grade before HYT retirement, may qualify for extensions according to **Table 4.1.**, rule 1.

4.12.4. Second-term and career airmen demoted to the grade of A1C or below, who need additional time for separation processing, may qualify for extensions according to **Table 4.1.**, rule 26, if eligible.

4.12.5. Airmen must get an approved waiver from their wing commanders in order to extend their enlistments beyond the month following their 55th birthday month. (**EXCEPTION:** Airmen don't need a waiver if they're extending their enlistments to retire with 20 years' TAFMS (refer to **Table 4.1.**, rule 4).) Airmen submit a written request through their unit commanders and MPF Chiefs to their wing commanders. Wing commanders will consider the airmen's productivity, capacity for con-

tinued service, and the unit's manning before making a final decision. The approved extension periods will not exceed the HYT for the airmen's grade, or age 60, under any circumstances. MPFs notify HQ AFPC/DPPAER of approved age 55 waivers by message (or CRT to "09ATRA1"). HQ AFPC/DPPAER will adjust HYT dates to permit update of the extensions.

4.13. Extension Counseling Requirements. Airmen must initial the applicable statements in AF Form 1411, Sections VIII and IX. Interviewers must be assigned to the MPF or GSU personnel function, and possess the grade of A1C, GS-4, or higher. Interviewers explain each applicable item to the airmen and complete Section X.

4.14. Extension Appeal Processing. This paragraph applies to extensions of enlistment (except **Table 4.1.**, rules 24 and 28) which are disapproved, or canceled according to paragraph **4.11.1**. Support group commanders are the appeal authorities for airmen who will complete less than 16 years', or at least 20 years' TAFMS on DOS (or adjusted DOS as a result of extension cancellation). (**EXCEPTION:** Wing commanders are the appeal authorities when support group commanders disapproved the extension requests, or requested extension cancellation.) The SAF is the appeal authority for airmen who will complete 16 or more years', but less than 20 years' TAFMS on DOS (or adjusted DOS resulting from extension cancellation).

4.14.1. Airmen sign a statement acknowledging receipt of the disapproval or cancellation decision within 1 workday following receipt of the AF Form 1411. Airmen also acknowledge they may submit a written appeal to the MPFs within 5 workdays of the acknowledgment date.

4.14.2. When airmen don't elect to appeal, MPFs attach the acknowledgment statement to the UPRG copy of AF Form 1411. When airmen elect to appeal, MPFs suspense the acknowledgment statement pending receipt of the appeal. If the airmen don't submit their appeals within the proper time frame, MPFs annotate the acknowledgment statement and attach it to the UPRG copy of AF Form 1411.

4.14.3. When airmen submit their appeals:

- MPFs send the appeals and a photo copy of all pertinent documentation (AF Form 1411, attachments, etc.) to the base legal office for review. (**NOTE:** Give airmen 3 workdays to rebut any new information added to the case files after they submit their appeals.) MPFs include the legal advisories in the case files and send them to the support group commanders within 5 workdays.
- When support group commanders are the appeal authorities, they approve or disapprove the appeals and return them to the MPFs. When the SAF is the appeal authority, support group commanders may approve the appeals or recommend disapproval and return them to the MPFs.

4.14.4. When support group commanders recommend disapproval, MPFs send the appeals to the parent

MAJCOM/FOA OPR.

- Within 3 workdays of receipt, the parent MAJCOM/ FOA OPRs review the cases for administrative accuracy and forward them to the parent MAJCOM/FOA legal office for review. The parent MAJCOM/FOA OPRs include the legal review in the case files, and forward them to the parent MAJCOM/FOA/DP.

- The parent MAJCOM/FOA/DPs may approve the appeals and return them to the MPFs for processing, or recommend disapproval and send the cases to HQ AFPC/DPPAER for processing to the SAF.

4.14.5. When the appeals are approved, MPFs, unit commanders, and airmen complete a new AF Form 1411 for the minimum number of months required to achieve its purpose. MPF officials complete Sections V and VII as appropriate, cite the approval correspondence in the remarks section, and attach the correspondence to all copies of the new AF Form 1411.

4.14.6. When the appeals are disapproved, MPFs ensure the airmen acknowledge receipt of the disapproval. MPFs attach the statement and disapproval correspondence to the UPRG copy of the AF Form 1411. (**NOTE:** MPFs give the airmen a copy of the documentation upon request.)

Figure 4.1. Instructions for AF Form 1411, Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve.

1. Type all entries except for signatures, dates, and initials unless otherwise indicated. Rubber stamps are authorized for signature elements provided all copies are legibly stamped. Complete all items as indicated in the table below.
2. Make all require signatures, handwritten dates, and initials with ball-point pens using black or blue ink. Signatures, dates, and initials must be legible on each copy of the form.
3. MPFs verify the airman's extension eligibility by PDS inquiry, and type the RE code currently indicated in PDS in AF Form 1411, Section V (paragraph 4.9).
4. MPFs will comply with the counseling requirements of paragraph 4.13.
5. The unit commander must make a recommendation to approve or disapprove the extension of enlistment. Unit commanders may delegate their authority to complete and sign the AF Form 1411, Section IV, but only to acting unit commanders (on orders), and only for the duration of their absence.

EXTENSIONS (see note)			
Sections	Item	Explanation	Sample Entry
I		Identification Data. MPFs enter the airman's name, grade, SSN (hyphens are optional), the unit and location of assignment in the appropriate items. Type the airman's name in <i>all capital letters</i> .	SMITH MARY K; TSgt 123-45-6789 12 OMS, Randolph AFB TX 78150
	1	MPFs enter the date of current enlistment	20 April 1992
	2	MPFs enter numerically the current term of enlistment (whole years only) as shown on the current DD Form 4-1-2.	6; 5; 4; 3; or 2
	3	MPFs enter numerically the number of months requested. Don't combine with any previously approved extensions. Make corrections to this item according to paragraph 4.10.	12

EXTENSIONS (see note)				
Sections	Item	Explanation		Sample Entry
	4	MPFs enter the appropriate portion of the remark listed in table 4.1, column A. Don't enter the extension reason code listed in table 4-1, column D in any item of the AF Form 1411. The following are the authorized entries in item 4. (Don't include information in parenthesis.)		
		Rule	Authorized Entry	
		1	Qual for prom to grade MSgt; or Qual for prom to grade SMSgt; or Qual for prom to grade CMSgt; or Serving 6 months TIG as a TSgt.	
		2	Receiving SSgt promotion consideration.	
		3-8	Permitting retirement.	
		9	Completing MEB/PEB evaluation.	
		10	Remaining on active duty beyond age 55.	
		11	Permitting gov't med care of pregnant airman; or	
			Permitting gov't med care of pregnant spouse; or	
			Permitting gov't med care of seriously ill or injured family member.	
		12	(When using rule 12, don't identify the specific assignment or TDY location. Refer to paragraph 4.2.)	
			Qual for CONUS PCS asgmt; or	
			Qual for OS PCS asgmt; or	

EXTENSIONS (see note)			
Sections	Item	Explanation	Sample Entry
		Qual for CONUS PCA asgmt; or	
		Qual for OS PCA asgmt; or	
		Qual for CONUS TDY asgmt; or	
		Qual for OS TDY asgmt; or	
		Qual for BOP asgmt; or	
		Qual for COT asgmt; or	
		Qual for IPCOT asgmt; or	
		Qual for SRB with PCS asgmt.	
		13	
		Qual for command sponsorship of family members.	
		14	
		Completing ext to OS tour; or	
		Maintaining an indefinite DEROS.	
		15	
		Qual for Physician Assistant (PA) Program; or	
		Qual for Airman Education and Commissioning Program (AECPP); or	
		Qual for OTS; or	
		Qual for Operation Bootstrap; or	
		Qual for NCO PME.	
		16	
		Qual for training or retraining	
		17	
		Completing Control Roster observation period.	
		18	
		Completing the Air Force Weight Program.	
		19	
		Completing Track 4 of the SART Program.	

EXTENSIONS (see note)			
Sections	Item	Explanation	Sample Entry
		20	Completing period of probation and rehab.
		21	Completing punishment pursuant to Article 15, UCMJ
		22	Completing investigation by military or civilian authorities; or
			Awaiting the outcome of civil court charges; or
			Awaiting the outcome of involuntary separation action.
		23	Processing an SRP non-selection appeal.
		24	Processing an extension of enlistment appeal (cancellation or disapproval).
		25	Attaining US citizenship.
		26	Permitting separation processing following demotion.
		27	Separating during HYT month.
		28	Remaining on active duty for reasons determined to be in the best interest of the Air Force.
	5	MPFs enter the applicable rule number from table 4.1 (Section II, item 4, of this figure).	21
	6	MPFs enter 1st for the initial extension. If the airman has one or more previously approved extensions, enter the appropriate designation to identify the extension.	1st; or 2nd; or 3rd; and so on.
	7	MPFs enter numerically the total number of months of all approved extensions, including this extension. (Refer to paragraph 4.2)	30

EXTENSIONS (see note)			
Sections	Item	Explanation	Sample Entry
		MPFs type the airman's name in the appropriate items. The airman signs and dates the appropriate item in the presence of the commissioned officer who authenticates section III.	28 September 1995; CHARLES R. ANDERSON
III	8	The commissioned officer enters the date.	28th (day of) September 1995
		Commissioned officers type or print their name and grade and sign the appropriate block. A commissioned officer must complete the authentication.	John C. Smith, 2Lt, USAF
IV		The unit commander initials or places an "X" in the appropriate item to recommend approval or disapproval of the extension request (refer to paragraph 4.9).	
		Unit commanders type or print their name and grade in the appropriate items, sign and date the appropriate item.	29 September 1995, J.B. JONES, Capt, USAF
V		MPFs place an "X" in the "approved" or "disapproved" item, as appropriate	
	9	If approved, MPFs enter the airman's DOS in effect <i>before</i> this extension request.	28 January 1995
		If disapproved, MPFs attach appropriate documentation, or enter the reasons for disapproval in the remarks section.	
	10	MPFs enter the airman's new DOS as a result of this extension (refer to paragraphs 4.2. and 4.9).	28 January 1996
	11	MPFs enter the applicable rule number from table 4-1 (Section II, item 4, this figure).	21
	12	MPFs enter the airman's current reenlistment eligibility status (RE) code.	1M
		MPFs enter the TAFMSD and HYT dates for all second-term and career airmen.	October 1970; October 1990
	13	MPFs type or print the name and grade of the approval or disapproval authority (refer to paragraph 4.1). The approval or disapproval authority signs and dates the appropriate item.	ALLEN A. WILLIAMS, SMSgt, USAF
VI		EXTENSION CANCELLATIONS (see note)	
		Cancellation requests initiated by the airman:	

EXTENSIONS (see note)			
Sections	Item	Explanation	Sample Entry
	14	MPFs enter the date of approval listed on the previously approved AF Form 1411, Section V. (This is the date the MPF approved the extension being considered for cancellation.)	29 September 1995
	15	MPFs enter numerically the number of months listed on the previously approved AF Form 1411, Section II, item 3.	12
	16	MPFs will be as specific as necessary when explaining the reason for the cancellation request. Attach any supporting documents or statements. Continue comments in the remarks section or on a separate sheet, if necessary.	
		MPFs type in the member's name and grade in the appropriate items. The airman signs and dates the appropriate item.	
		Cancellation requests initiated by the unit commander.	
	17	MPFs enter the date of approval listed on the previously approved AF Form 1411, Section V. (This is the date the MPF approved the extension being considered for cancellation.)	29 September 1993
	18	MPFs enter numerically the number of months listed on the previously approved AF Form 1411, Section II, item 3.	12
	19	MPFs enter a brief explanation of the reason for the original. (For example, acquiring retainability for an overseas PCS assignment, and so forth.) The unit commander enters the justification for cancellation request in the remarks section of the AF Form 1411, or on a separate sheet, and attaches any documentation that supports the request (refer to paragraph 4.11).	
	20	Unit commanders type or print their name and grade, and sign and date the appropriate item.	K.C. JONES, Capt USAF 15 January 1995

EXTENSIONS (see note)			
Sections	Item	Explanation	Sample Entry
VII		When the MPF has the cancellation approval or disapproval authority, type or write an "X" in the "approved" or "disapproved" item as appropriate. If the MPF disapproves the cancellation request, enter the reasons for disapproval in the remarks section, or attach appropriate documentation to the form. If the MPF approves the cancellation request, complete the remaining sections as directed below.	
	21	MPFs enter the airman's DOS in effect BEFORE approval of the cancellation request.	28 September 1996
	22	MPFs enter the airman's DOS in effect AFTER approval of the cancellation request.	28 September 1995
	23	MPFs enter the appropriate reference for cancellation authority.	4.11.1; or 4.11.2; and so on
	24	MPFs type or print the name and grade of the MPF approval or disapproval authority (refer to paragraph 4.1). The approval or disapproval authority signs and dates in the appropriate item.	ALLEN A. WILLIAMS, SMSgt, USAF 16 January 1995
		When the MPF Chief has the approval or disapproval authority, type or write an "X" in the "approved" or "disapproved" item, as appropriate. If the MPF Chief disapproved the cancellation request, enter the reasons for disapproval on the AF Form 1411 in the "Remarks" section, or attach appropriate documentation to the form. If the MPF Chief approves the cancellation request, complete the remaining sections as directed below. Attach copies of appropriate documentation to approved requests.	
	25	MPFs enter the airman's DOS BEFORE approval of the cancellation request.	28 September 1996
	26	MPFs enter the airman's DOS AFTER approval of the cancellation request.	28 September 1995
	27	MPFs enter the appropriate reference for cancellation authority	4.11.1; or 4.11.2; and so on
	28	MPFs type or print the approval authority's name and grade. The approval authority signs and dates the appropriate item.	RICHARD L. MARTIN, Major, USAF

NOTE:

Refer to **Table 3.9.** for disposition instructions.

Table 4.1. Reasons for Extensions of Enlistment.

R U L E	A	B	C	D
	If an airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in PDS is
PROMOTION				
1	qualify for promotion to the grade of MSgt, SMSgt, or CMSgt	the airman requires retainability to assume the new grade. (This rule also applies to airmen selected for promotion, but who don't have an announced promotion effective date. These airmen may not establish a DOS beyond the last day of the promotion cycle. TSgts may also use this rule to serve six months' time-in-grade before retirement at HYT. Airmen may extend under this rule if they're ineligible to reenlist because of HYT or age 55.)		A
2	receive SSgt promotion consideration	the airman was demoted to the grade of SrA or Sgt after completing at least ten years TAFMS, but fewer than 16 years TAFMS. (Extension may not exceed the last day of the fourth month following the selection announcement month of the first SSgt promotion cycle for which the airman is eligible. Airmen may not extend under this rule if they refused to obtain service-directed retainability or declined PME.)		

R U L E	A	B	C	D
	If an airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in PDS is
RETIREMENT				
3	retire the first day of the month following HYT date, adjusted HYT date, or age 55	the airman is within two years of HYT date or age 55. (Airmen must establish a DOS of at least the last day of their HYT month. Airmen may not extend under this rule if they refused to obtain service-directed retainability or declined PME.)		B
4	retire not later than the first day of the month following completion of 20 years TAFMS (for reasons other than HYT)	the airman is ineligible to reenlist due to age 55; or the airman was nonselected under the SRP. (This rule applies to airmen who are within two years of attaining minimum retirement eligibility. Airmen may not extend under this rule if they		C
		refused to obtain service-directed retainability or declined PME.)		
5		the airman elected retirement instead of PCS, training, or retraining and has completed at least 19 years TAFMS, but fewer than 20 years TAFMS, on notification date. (Extension may not exceed a total of 12 months.)		

R U L E	A	B	C	D
	If an airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in PDS is
6		the airman is ineligible to reenlist and rules 4 and 5 do not apply. (This rule applies to airmen who are within two years of attaining minimum retirement eligibility. Airmen may not extend under this rule if they refused to obtain service-directed retainability or declined PME.)		
7	retire in lieu of a PCS assignment or PME	the airman elects retirement on or before the first day of the seventh month following assignment notification. (Don't use this rule for airmen assigned overseas or airmen serving on maximum CONUS stabilized tours.)		D
8	retire during a requested extension period	the requested extension period doesn't exceed a total of 12 months. (Don't use this rule for airmen who possess a reenlistment eligibility code in the 2 (except 2V), 3, or 4 series, or for airmen notified of an assignment, training, or retraining but have not accepted or refused the assignment, training, or retraining. This rule also doesn't apply to disability retirements.)		E

R U L E	A	B	C	D
	If an airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in PDS is
9	remain on active duty pending completion of MEB/PEB evaluation	the airman has requested retirement or HQ AFPC deferred an approved retirement date. (Limit extensions to increments of three months or less until completion of the MEB/PEB evaluation. Reenlistment-ineligible airmen may execute extensions under this rule. Don't use this rule for airmen who have not requested retirement.)		F
AGE 55				
10	remain on active duty beyond age 55	the airman has not refused to obtain service-directed retainability or canceled an extension for the purpose of separation. (Refer to paragraph 4.12.)	the airman's wing commander is the final approval or disapproval authority.	G
MEDICAL CARE				
11	permit government medical care due to pregnancy or a serious injury or illness	the airman will not complete 20 years' TAFMS on current DOS. (Reenlistment-ineligible airmen may execute extensions under this rule. Refer to paragraph 4.6. for extension length limitations.)		H
ASSIGNMENT				

R	A	B	C	D
U L E	If an airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in PDS is
12	qualify for a CONUS or overseas PCS, PCA, or TDY assignment, or to qualify for an SRB in conjunction with an assignment according to paragraph 2.11 .	the airman requires retainability (see note). (Limit extensions submitted according to paragraph 2.11 . to the minimum number of months required for the airman to establish a DOS within 90 days of projected departure date.)		I
13	qualify for command sponsorship of family members at an overseas location	the airman requires retainability (see note).		J
14	qualify for an overseas tour extension or to maintain an indefinite DEROS	the airman requires retainability (see note). (Airmen must extend in minimum increments of 3 or more months in order to maintain an indefinite DEROS.)		L
TRAINING OR RETRAINING				
15	participate in the Physician Assistant (PA) program, Airman Education and Commissioning Program (AECPP), USAF Officer Training School (OTS), Operation Bootstrap, AFROTC, or to qualify for NCO Professional Military Education (PME)	the airman is a selectee and requires retainability.		M
16	qualify for training or retraining (OJT or formal school)	the airman requires retainability. (Disqualified airmen (RE code 4G) do not require a waiver to extend under this rule.)		N

R U L E	A	B	C	D
	If an airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in PDS is
OBSERVATION, PUNISHMENT, PROBATION, AND REHABILITATION				
17	complete the Control Roster observation period			O
18	complete the Air Force Weight Program	the airman is in Phase I or the unit commander continued ineligibility into Phase II or the probation period. (Airmen in Phase I must extend for the minimum number of months needed to meet standards. Airmen in Phase II or probation must extend in increments of 3 months or less until the unit commander removes the reenlistment ineligibility factor.)		P
19	complete Track 4 of the SART Program (drugs or alcohol)	the unit commander has not yet removed the reenlistment ineligibility factor during aftercare. (Limit extensions to the minimum number of months needed to complete aftercare. Don't extend airmen who have failed the SART Program.)		Q
20	complete a period of probation and rehabilitation (P&R)	the airman requires an extension of 12 months or less to complete P&R.		R
21	complete suspended punishment pursuant to Article 15, UCMJ			S

R U L E	A	B	C	D
	If an airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in PDS is
22	complete an investigation by military or civilian authorities, or await disposition of civil court charges, or await the outcome of an involuntary separation action	the requested extension period is in 1-month increments		T
APPEALS				
23	process an SRP appeal	the airman has submitted an appeal or has at least rendered an intent to appeal. (Limit extensions to one-month increments. Refer to paragraph 4.5.)		U
24	process an extension of enlistment appeal (cancellation or disapproval)	the airman has submitted an appeal or has rendered an intent to appeal. (Limit extensions to one-month increments. Refer to paragraph 4.14.)	HQ AFPC/DPPAER is the approval/disapproval authority.	V
CITIZENSHIP				
25	attain US citizenship	the airman applied for citizenship. (Extension may not exceed 6 months or the projected swear-in date plus one month, whichever is sooner. Refer to paragraph 4.5.)		W
DEMOTION				
26	process for separation following demotion	the airman is a second-term or career airman serving in the grade of A1C or below. (The extension may not exceed the last day of the fourth month following the airman's new date of rank.)		X

R U L E	A	B	C	D
	If an airman requests an extension of enlistment to	and	the request may be approved or disapproved at MPF level unless otherwise indicated below	and the reason code entry in PDS is
SEPARATION AT HYT				
27	separate in the month during which HYT occurs	the airman is a second-term or career airmen serving in the grade of SrA or Sgt and is within two years of HYT date. (Airmen may not extend under this rule if they refused to obtain service-directed retainability or declined PME.)		Y
BEST INTEREST OF THE AIR FORCE				
28	remain on active for any reason considered in the best interest of the Air Force	no other rule in this table applies to the airman's situation. (Refer to paragraph 4.9. for processing instructions. Reenlistment-ineligible may request an extension under this rule.)	the MPF Chief may disapprove the request; HQ AF-PC/DPPAER is the approval authority.	8

NOTE:

Airmen are ineligible to extend under rules 12, 13, and 14 unless they possess RE codes 1#, 2R, 2S, 2T, 2U, 3C, 3I, or 4D, and are otherwise eligible.

4.15. Forms Prescribed. AF Form 418, **Selective Reenlistment Program Consideration**, AF Form 545, **Request for Career Job Reservation/Selective Reenlistment Bonus Authority**, AF Form 901, **Reenlistment Eligibility Annex to DD Form 4**, AF Form 1089, **Leave Settlement Option**, and AF Form 1411, **Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve**.

DONALD A. LAMONTAGNE, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS***References***

Title 5, U.S.C., Section 552
Title 10, U.S.C., Section 1176(a)
Title 10, U.S.C., Section 8251
Title 37 U.S.C., Section 308
Title 44 U.S.C., Section 3101
System of Records Notice F036 AF MP F
System of Records Notice F036 AF MP G
Public Law 93-277
DoD Directive 1304-21
DoD Instruction 1304.22

Abbreviations and Acronyms

ADC—Area Defense Counsel
ADT—Active Duty for Training
AECP—Airman Education and Commissioning Program
AFBCMR—Air Force Board for Correction of Military Records
AFO—Accounting and Finance Office
AFPC—Air Force Military Personnel Center
AFSC—Air Force Specialty Code
AWOL—Absent Without Leave
BOP—Base of Preference
CAFSC—Control Air Force Specialty Code
CAREERS—Career Airman Reenlistment Reservation System
CJR—Career Job Reservation
CMSAF—Chief Master Sergeant of the Air Force
CONUS—Continental United States
DBMS—Director, Base Medical Services
DEROS—Date Eligible to Return From Overseas
DESIRE—Direct English Statement Inquiry Retrieval System

DIN—Data Identification Number

DJMS-AC—Defense Joint Military Pay System - Active Component (formerly JUMPS)

DoD—Department of Defense

DoDPM—Department of Defense Pay Manual

DOS—Date of Separation

DP—Director of Personnel

EPR—Enlisted Performance Report

ETS—Expiration Term of Service

FOA—Field Operating Agency

FY—Fiscal Year

GSU—Geographically Separated Unit

HYT—High Year of Tenure

LAS—Limited Assignment Status

MAJCOM—Major Command

MCM—Manual for Courts Martial

MPF—Military Personnel Flight (formerly CBPO)

NAF—Numbered Air Force

NARS—Nonaffiliated Reserve Section

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

OJT—On-the-Job-Training

OPR—Office of Primary Responsibility

ORS—Obligated Reserve Section

OTS—Officer Training School

PCA—Permanent Change of Assignment

PCS—Permanent Change of Station

PDS—Personnel Data System

PETS—Prior to Expiration of Term of Service

PME—Professional Military Education

PMS—Pipeline Management System

RE—Reenlistment Eligibility

RIP—Report on Individual Personnel

RRB—Regular Reenlistment Bonus

SAF—Secretary of the Air Force

SART—Substance Abuse Reorientation and Treatment Program

SRB—Selective Reenlistment Bonus

SRP—Selective Reenlistment Program

SSB—Special Separation Benefit

SSN—Social Security Number

TAFMS—Total Active Federal Military Service

TAFMSD—Total Active Federal Military Service Date

TDPFO—Temporary Duty Pending Further Orders

TDY—Temporary Duty

TIG—Time in Grade

TOE—Term of Enlistment

TRAC—Transaction Reporting and Control

UCMJ—Uniform Code of Military Justice

UEL—Unit Eligibility List

UPRG—Unit Personnel Record Group

VRB—Variable Reenlistment bonus

VSI—Voluntary Separation Incentive

WMP—Weight Management Program

Terms

Accelerated Installment Payment—A method of paying a Selective Reenlistment Bonus (SRB) installment payment before it is due.

Active Duty (AD)—Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

Active Duty for Training (ADT)—A tour of active duty used for training members of the Reserve Components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The airman is under orders that provide for return to nonactive status upon completion of the period of active duty for training. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by nonprior service enlistees.

Career Airmen—Airmen serving on a third or subsequent term of enlistment, other than ADT, in any component of military service. This includes second-term airmen who enter an extension of 2 or more years or a combination of extensions which total 24 or more months.

Career Airman Reenlistment Reservation System (CAREERS)—A system designed to manage the reenlistment of first-term airmen, by skill, to preclude surpluses as well as shortages.

Career Job Reservation (CJR)—A reenlistment quota.

CJR Waiting List—A list of CJR applicants HQ AFPC/DPPAER placed on a file pending receipt of a CJR because a reenlistment quota is not available.

Constrained Skill—A skill for which the number of eligible CJR applicants exceeds the number of reenlistments required to sustain the career force in that skill.

Continuous Active Service—Active federal military service, except for ADT, without a break in service of more than 3 months.

Date of Separation (DOS)—The last day airmen have obligated themselves to serve in the Air Force. This includes the current enlistment, plus approved extensions. DOS changes for an extension or extension cancellation, and for time lost.

Detachment Chief—In this publication, an NCO assigned as Detachment Chief may select or nonselect airmen under the SRP, and recommend approval or disapproval of reenlistment and enlistment extension or cancellation. This includes the Commandants of the NCO Academies and Senior NCO Academy, and the Vice Commandant, College of Enlisted Professional Military Education.

Enlistment—Voluntary entry into the Regular Air Force in an enlisted status from: (1) a civilian source, including individuals with prior active military service in another branch of the armed forces, and having a period of more than 93 days since last separation from active duty; (2) reserve status on EAD; (3) officer status after release from AD.

Expiration Term of Service (ETS)—Date individual's enlistment, reenlistment, or extension of enlistment expires.

Extended Active Duty (EAD)—A tour of AD, (normally for more than 90 days) performed by a member of the Air Reserve components. Active duty for training and active duty in a service academy or Armed Forces preparatory school aren't creditable as EAD.

Extension of Enlistment—A change to an enlistment document that increases total obligated active service.

Field Operating Agency (FOA)—One of the subdivisions of the Air Force directly subordinate to HQ USAF. Its mission doesn't fit into the mission of any major command. An FOA has the procedural responsibilities of a major command.

First-Term Airmen (FTA)—Individuals who are on their: (1) first enlistment (including airmen who have extended their enlistments for 23 months or less), or; (2) first EAD tour, or; (3) first enlistment with prior active service of less than 24 months.

High Year of Tenure (HYT) Date—The maximum date an airman may remain on active duty, based on grade and years of service, as determined by the Secretary of the Air Force. Usually, the high year of tenure for airmen serving in or selected for promotion to chief master sergeant (CMSgt) is 30 years; senior master sergeant (SMSgt) is 26 years; master sergeant (MSgt) is 24 years; technical sergeant (TSgt) and staff sergeant (SSgt) is 20 years; sergeant (Sgt) and lower is 10 years total active federal military service.

Immediate Reenlistment—Voluntary reentry into the Regular Air Force in an enlisted status within 24 hours after separation from a Regular Air Force enlistment.

Installment Payment—A second or subsequent payment of the SRB made on the reenlistment anniversary date.

Lengthy-Service Airman—A reenlistment-ineligible airman with a DOS that will permit completion of at least 18 years' TAFMS, but less than 20 years' TAFMS, and the airman did not refuse to get service-directed retainability or declined PME.

Lump Sum Payment—A method of paying an entire bonus in one payment at the time of reenlistment.

Major Command (MAJCOM)—A major subdivision of the Air Force assigned a major part of the Air Force Mission. Major commands report directly to Headquarters United States Air Force (HQ USAF).

Obligated Service (Additional)—Any active duty service obligation exceeding an existing contractual service agreement. This includes enlistments, extensions of enlistment, and reenlistments.

Prior Enlistment—A period of federal military service during which a member completed 24 months or more AD before entry into the current Regular Air Force enlistment.

Prior to Expiration of Term of Service (PETS) Reenlistment—A reenlistment occurring more than 3 months before ETS.

Reenlistment—Voluntary entry into the Regular Air Force in an enlisted status within 24 hours or 3 months after separation from a Regular Air Force enlistment.

Reenlistment Eligibility Status Code—Code 1 in first position means eligible for immediate reenlistment and prior service enlistment; Code 2 in first position means ineligible for immediate reenlistment and prior service enlistment; Code 3 in first position means ineligible for immediate reenlistment, but eligible for prior service enlistment, with an approved waiver. Includes members separated from active duty before completing 36 months TAFMS on initial enlistment (4-year or 6-year enlistees), and who have no known disqualifying factors except grade and skill level; Code 4 in first position means ineligible for immediate reenlistment, but eligible for prior service enlistment with an approved waiver.

Second-Term Airmen—(1) airmen who are serving on their second term of enlistment or EAD tour or a combination thereof (includes airmen serving on their first enlistment in the USAF having 24 or more months prior active federal military service); (2) airmen on first term of enlistment who entered extensions of enlistment totaling 24 or more months; (3) airmen with one prior service term of enlistment totaling 24 or more months with other military departments; (4) former United States Air Force Reserve (USAFR) or Air National Guard (ANG) airmen who enlist into the Regular Air Force during a period of EAD; (5) former USAFR or ANG airmen who enlist into the Regular Air Force, through prior service programs, with EAD totaling 24 or more months.

Selected Airmen—Airmen qualified and considered under SRP and selected for reenlistment by their commander.

Selective Reenlistment Bonus (SRB)—The primary Air Force monetary incentive to attain the number of reenlistments necessary to support the career airmen force in designated specialties.

Selective Reenlistment Program (SRP)—A program designed to permit the reenlistment of qualified and needed airmen in the Regular Air Force, who've shown they have the capability and dedication to adapt to future mission requirements.

Senior Host Commander—Senior commanders or the deputies on the base or installation, having a

Military Personnel Flight (MPF) under their jurisdiction. The wing commander or deputy would normally be the senior host commander.

Substantial Evidence—Such relevant evidence as a reasonable person might accept as adequate to support a conclusion.

Transaction Reporting and Control (TRAC)—A system to project airmen gain and loss actions in the Personnel Data System (PDS)

Unit—In this directive, a unit is an organization; for example, operating location, geographically separated units (GSU), detachment, etc., unless otherwise indicated.

Unit Commander—A commander at the squadron level or below, including section commanders.

Wing or Senior Host Commanders Override Request—Procedure for requesting CJRs for exceptional airmen serving in CJR-constrained skills.

Attachment 2**FUNCTIONAL AREA RESPONSIBILITIES**

A2.1. Air Force Military Personnel Center (AFPC). The Directorate of Personnel Program Management (HQ AFPC/DPP) will manage the reenlistment programs by establishing eligibility criteria, and processing requirements, for the Selective Reenlistment Program (SRP), Career Job Reservations (CJR), Selective Reenlistment Bonus (SRB) Program, reenlistment, and extension of enlistment. This includes establishing qualitative standards and guidelines for program implementation, and evaluating the quality of SRP decisions.

A2.2. Major Command (MAJCOM)/Field Operating Agency (FOA). Each MAJCOM/FOA will establish an office of primary responsibility (OPR) for reenlistment programs. The OPR is responsible for ensuring military personnel flights (MPF) operate the reenlistment programs within Air Force and MAJCOM/FOA-directed guidelines and support tenant units, regardless of command of assignment.

A2.3. Military Personnel Flight (MPF). The MPF Career Enhancement Element (DPMPE) is the base-level OPR for reenlistment programs. MPF/DPMPE will operate the reenlistment programs within Air Force and MAJCOM/FOA-directed guidelines. MPF/DPMPE will assist commanders in maintaining mission readiness by affording qualified airmen the opportunity to pursue an Air Force career. The servicing MPF/DPMPE identifies airmen who require SRP consideration or reconsideration, SRP quality monitoring, are eligible to request Career Job Reservations (CJR) (paragraph 1.14.), and require reenlistment ineligibility counseling each month.